

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.



## Code of Conduct

### Code of Conduct for Students:

1. Discipline is the hallmark of Jesuit education and it is necessary to abide by general code of conduct in any organization for its smooth functioning.
2. ALIET insists on the following rules to help the students grow in responsibility.
3. Students are expected to be punctual to all classes. They should be present in the class room or laboratory when the first bell is given.
4. No one is allowed to enter the class after the second bell without obtaining LATE SLIP duly signed either by the *Director / Principal / Assistant Director / HOD*.
5. If a student reaches after the class begins, he / she will not be allowed to the class until the next session.
6. During class hours, students are not expected to loiter on the college campus, enter the canteen or transact any work in the college office.
7. Those who abstain from class for some genuine reason should admit a LEAVE LETTER duly signed by their parent / guardian / warden, preferably before they avail their leave or as soon as they return to attend classes. Due permission must be obtained from either the *Director / Principal / Assistant Director / HOD* before they attend classes.

8. In case of a medical problem, a medical certificate has to be submitted immediately after the student recovers and returns to the college.
9. Students should come to the college only in the uniform prescribed by the college. No alteration of the uniform is allowed without prior permission.
10. A student should wear his / her identity card around the neck always.
11. Boys are expected to tuck in their shirts as long as they are in the college campus.
12. Possession or usage of cell phones, cell cameras, digital cameras and any type of electrical / electronic gadgets is strictly prohibited on the campus. If found with the student, the gadgets will be confiscated and will not be returned.
13. EVE – TEASING and RAGGING are strictly forbidden in the college. Those who indulge in such activities will be punished according to the State or Central government norms. Posters in this regard are displayed at different locations in the college and students are advised to read them carefully.
14. Smoking, drinking or taking drugs on the College campus are strictly forbidden. Any violation of this rule will be viewed very seriously and appropriate penal action will be taken against the offender/s. Any student found drunk inside the campus at any time of the day or night, will be dismissed from the college.
15. Participating in any illegal strike or stay – in – strike or abetting, inciting, instigating or acting in furtherance of a strike or stay – in – strike on the campus or within the radius of 100mts of the premises of the Institution is strictly forbidden. Squatting or remaining within the premises with a view to intimidate or coerce or threaten the management or its officials or staff is forbidden.
16. Engaging in any act or conduct within the premises which is likely to endanger the life or safety of any management, superior, co – staff, students, visitors or others will be considered as a serious offence.
17. Holding a meeting without permission, staging or participating in demonstration.
18. Shouting, coercing others to join in group action within the premises or its immediate vicinity will not be tolerated.
19. Organizing, holding, attending or taking part in any meeting, exhibition, sticking or

disturbing any handbills, notices, leaflets, booklets, pamphlets or posters on the premises without prior written permission of the management is strictly forbidden.

20. No one should spoil the name of the staff or the officials or the institution or fellow students on the social network websites such as Face book, Whatsapp, Twitter, Viber, Orkut etc. if any one does so, legal action will be taken against the culprit based on cyber laws.
21. Two – wheelers and other vehicles are allowed in to the college only up to the parking area. Any student found anywhere else on the campus with the vehicle will be punished accordingly. (a) Students who have bikes should compulsorily possess a driving license. (b) Students using two – wheelers are encouraged to wear helmets. (c) Rash driving, over speeding, or moving with more than two people on a two – wheeler is prohibited.
22. Borrowing of vehicles is not allowed. The college does not take responsibility for any unfortunate accidents resulting from using other's vehicles.
23. It is highly recommended to speak only English on the campus.
24. All the boys should come to college with a daily neat shave of the beard and proper grooming of hair to create a professional outlook.
25. Damaging the property of the college, the hostel, etc., will be considered as a serious offence and any offender will be punished accordingly.
26. All the students should be present in time for any public meeting, function, seminar or workshop conducted by the college or the respective department concerned. All the students have to take active part in the programmes.
27. The campus should be kept clean and green to avoid environmental pollution which induces health hazards. Students are advised not to throw chocolate wrappers, plastic bags or any other waste material anywhere on the campus or in the classrooms. Students should keep the floor and the walls clean. They should not dirty the walls by leaning against them or keeping the feet on them.
28. Students should not sit on the rails along the corridor.
29. Students should not carry food materials or plastic bags to the class rooms from the canteen. Those students who eat meals in the classroom should not throw waste food in

the classrooms. The waste food material should be thrown into the dustbins provided on the corridor only.

30. Drinking water taps are provided. Students are advised to water sparingly. They should not waste drinking water by washing their face, hand and so on. There are separate places where taps are arranged for washing purposes.
31. Toilets should be kept clean and tidy by flushing enough water in order to keep them neat.
32. Lights and fans can be used when necessary. They should be switched off while leaving the classroom, laboratory or seminar halls.
33. Classrooms should be locked before going to the labs or workshops to avoid the loss of any valuable things.
34. Students are advised not to leave their belongings in the class room while going to the Laboratory. The college does not take responsibility for loss of valuables unattended to.
35. Assault in any form, verbal or physical is strictly prohibited. Serious action will be taken against offenders.

#### **EMPLOYEES CODE OF CONDUCT**

Employees Code of Conduct is designed to enable the employees to know what is expected of them. It outlines the principles, policies and some of the laws that govern the activities of the institution and to which the employees (faculty and non-teaching staff) and others who represent the institution must adhere.

The conduct of staff is central to the success and reputation of the institution. The code provides guidance for professional conduct. The success and reputation of the institution in fulfilling its vision and mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the community. All employees are expected to inform themselves about the code of conduct and comply with college policies and regulations pertaining to them. It is the responsibility of every employee to make themselves aware of the standards set out in this Code.

Andhra Loyola Institution of Engineering and Technology, an abode of learning, values

- The individual
- Faith, Excellence and Service

- Equality, diversity and inclusiveness
- Honesty, integrity and transparency
- Innovation, achievement and partnership

and observes the standards of professional conduct that the institution expects.

#### **I. Employees (Principal, Teaching and Non-Teaching Staff)**

- A.** All the employees of the Institution shall be subject to the General Disciplinary Code and Employees Code of Conduct.
1. All the employees of the institution are required to be present on time, on all working days.
  2. Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.
  3. All the employees shall complete the syllabus, course work, assignments, examinations, projects, etc. and shall conform themselves to the academic integrity of the institution.
  4. All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance for three days in one month shall entail forfeiture of one day Casual Leave.
  5. Every employee shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers. He/she shall exhibit utmost loyalty and shall always act in the best interest of the institution.
  6. Every employee shall at all times respect their colleagues. Any kind of discriminatory behaviour, harassment or victimization is not tolerated.
  7. No employee shall absent himself/herself from his/her duties without prior permission from the competent authority. Prior permission of the competent authority is required for availing Casual Leave.
  8. An employee shall attend all common meetings/ committee meetings, as and when decided by the authority.
  9. No employee shall engage in any other employment or work or engage directly or indirectly in any trade or business or in politics.
  10. The services of an employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/duties

satisfactorily by giving three months notice or three months salary in lieu thereof. The employee concerned, however, shall be granted fair opportunity to represent his/her case before effecting such termination.

11. A permanent employee shall give three months notification in case he/she desires to be relieved on resignation or alternatively he/ she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management/Principal.
12. An employee is required to accept any duty allotted to him/her by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.
13. The employees should not indulge or encourage the students to indulge in any misconduct on the campus or malpractice in the examinations.
14. He/she shall devote herself/himself during the requisite number of teaching hours allotted by the HoDs or Principal, as per norms.
15. An employee shall not discriminate any student on the grounds of class, caste, creed, religion, language, place of birth, political, social and cultural background.
16. The employee shall not incite the student against any religion, but promote peace and harmony among student community.
17. An employee shall not use unparliamentary language, or quarrel or display violent behaviour.
18. No employee shall possess weapons, explosives or any objectionable materials, or possess/consume alcohol or intoxicant drugs on the college premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.

#### **B. Disciplinary actions**

An employee is liable for disciplinary action for disobedience, misconduct, and dereliction/negligence of duty. No disciplinary action shall be taken until there has been a full investigation into any alleged incident

**Any of the following behaviour or misconduct may justify suitable disciplinary action:**

- a. Wilful in-subordination or disobedience, whether individually or in combination with other, to any lawful authorities.

- b. Theft, fraud, or dishonesty in connection with the management's property.
- c. Wilful damage or loss of the management's goods or property.
- d. Accepting any bribe or other financial consideration, or seek or accept any other personal favour, which may influence them in their work.
- e. Habitual late attendance or habitual absence without prior permission.
- f. Habitual negligence or neglect of work.

**The following procedure should be followed for disciplinary action like dismissal, removal, and reduction in rank.**

- a. Make known the charges to the employee concerned by issuing a Charge Sheet or Show Cause Memo. There should be no indication of punishment in the Charge Sheet.
- b. Afford him/her an opportunity to submit his/her explanation.
- c. The enquiry Committee/ Grievance and Redressal cell shall make an enquiry and submit its report to the competent authority. If the employee is proved guilty, the disciplinary action is taken.
- d. The institution may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation, after establishing the facts about committing an offence and negligence of duties.
  - i. Censure
  - ii. Withholding increments/ promotion
  - iii. Suspension/ Dismissal
  - iv. Termination from service.

The institution may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

## **II. Governing body:**

- 1. All the members of the Governing Body are bound by confidentiality. They must act impartially and fairly.
- 2. They must not encourage or accept any bribe or gifts or other financial consideration or seek any other personal favour/benefit, which may influence the decision-making process.

3. They must not misuse the resources of the institution or personal or commercial information held by it, including intellectual property, for personal gain.

#### **A. Disciplinary Action**

The board members who do not comply with the ethical standards and defy the code of conduct shall be cautioned twice by the President of the Governing Body. She/he shall be given a reasonable opportunity to explain herself/himself to the Governing Body. If the offence is proved, the disciplinary action shall be initiated as per the procedures.

#### **Roles and Responsibilities for Teaching staff:**

1. It shall be the duty of every faculty to disseminate the knowledge he has in his subject to all the students. He/she shall endeavour ceaselessly to acquire adequate and up to date knowledge in his/her subjects, keep abreast of the latest advances in the particular field, make extensive use of the library and cultivate proficiency in his/ her subject or subjects.
2. It shall also be the faculty's duty to discover new knowledge, maintain high professional standards, strive for academic excellence and serve the cause of education with spirit of dedication and with interest in work and environment.
3. The faculty should carefully and thoroughly prepare himself/herself for his /her work in the class and employ suitable techniques such as audio-visual aids, charts, models, and maps to make teaching more effective.
4. He /She shall also conduct tutorial, seminars, group discussions and give assignments to students to supplement the classroom teaching and shall maintain a record of such work. It is obligatory on the part of every faculty the conduct and correct the number of essays or home assignments during a week and maintain a record of such work.
5. It shall be the duty of every faculty to systematically and methodically complete the prescribe syllabus as per the semester Academic Plan of teaching schedules, drawn up by the Department well in advance leaving sufficient time for revision before the Semester End Examination. He/she shall furnish a statement of work done, every month to the Principal.
6. He/she shall conduct periodical examination as per the semester plan.



7. It shall be the duty of every faculty to actively participate in all programmes of institutionalized coaching, both for academically and socially backward students, as assigned to him/to her by the Head of the Institution.
8. To submit lesson plan on weekly basis and semester plan at the beginning of the academic year.
9. To teach the prescribed subjects during the allotted periods.
10. To guide the junior teachers in their subjects.
11. To correct the answer scripts relating to all assignments, weekly tests, mid - semester and pre-final examinations within the stipulated time.
12. To develop aptitude for professional advancement participation.
13. To implement the academic programme chalked out in the subjects.
14. To diagnose student's backwardness and plan for remedial teaching and supervision.
15. To undertake activities, research and innovative practices in their teaching.
16. To participate in the seminars/lectures arranged by the Management.
17. The faculty should maintain a teaching diary in the given proforma. This should be submitted to the Principal , through in charge of department every month.
18. The faculty should participate in the Students Counselling Programmes organised by the Principal. He/she should give necessary counselling to mentees 20 to 25 students allotted to him. Guidance should be given on opportunities in the field of collegiate education and employment opportunities. As a counsellor, the faculty should act as a liaison between college administration and his/her wards. He/she should enlighten the wards about the facilities in library, games etc., and orient them to the traditions, rules and regulations of the college.
19. The lecturer working in Science subject should see that the practical classes are conducted immediately after the theory class of a particular topic is completed. There should be a perfect co-ordination of theory and practical classes. In practical classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical classes should be continued till the end of the specified period.
20. The faculty should attend all examination duties without fail.

21. The faculty should assist Principal in the maintenance of the discipline in the college.
  22. He / she should remain in the college premises during the college working hours and even beyond the working hours, if required.
  23. The faculty should also as a community service, conduct such programmes such as useful seminars, interface-discussion, etc. involving local experts, and the users for the benefit of the community. The faculty of the subject concerned can act as moderator.
  24. The faculty should attend to any duty assigned to him/her by the Principal or any other higher authority.
  25. As per the orders of the Government and the University concerned from time to time, the professor have to adhere to the work load prescribed.
  26. As per the orders of the Government and the University concerned from time to time, the faculty have to adhere to the work load prescribed.
  27. The faculty is accountable to the correspondent / Director and Principal of the college.
- Specific Roles and Responsibilities of the Faculty.

#### **The Role of Correspondent / Director:**

1. The correspondent is the administrative Director of Work in the college and he represents the Management before the Government. He is appointed by the Provincial and approved by the Governing Body and the Society. He deals with the University, the Government and the Director of Collegiate Education on all matters relating to the general administration of the college. It is his duty to play a supportive role to the academic community headed by the Principal and complement their work with his help and encouragement.
2. As the Correspondent of the college, he keeps in touch with the educational authorities and seeks speedy solutions for administrative problems. He needs to be familiar with all the GOs issued from time to time.
3. Correspondent along with the principal plans for expansion and improvement of the institution, propose them in the college -men meet, seeks the approval of the community and house consult and when approved by the governing body, he executes and completes them within fixed time frame. He also takes efforts to mobilize funds

from fees, rents and from different sources for the development of the college.

4. He supervises the maintenance of the properties directly connected with the college and provides facilities for a smooth functioning of the departments as mention in clause 5. For any extraordinary expenses, the permission of the provincial is needed. However, Rector or the Superior could forward the request of the correspondent to the provincial for the final approval. Provincial is the final authority to approve any request for extraordinary expenses at the institution.
5. The correspondent of the college has the following administrative functions: appointment of the teaching, non-teaching and contingent staff, whether permanent or temporary; confinement of their appointment; promotion of the staff; maintenance of their service register, disciplinary action against errant staff; sanction of increments; provident fund, gratuity, approval of advance, recovery of advance and closure; income tax; all kinds of leaves except casual leaves forwarded by the principal; requirements of the departments, offices and classrooms, telephones, electricity and water; stationary; office and other than lab equipment; cleanliness; sanitation and hygiene in the campus; repairs of the building and furniture ; and legal matters.
6. The Correspondent is an ex-officio member of the Governing Body of the college, and finance committee. He also serves as a member in important policy -making committees of the college as and when invited.
7. The Correspondent shall be appointed for a period of three years. His term could be extended or reduced according to the needs of the province and availability of personnel.
8. He supports the Principal achieving the academic excellence and accreditation of the college.
9. Documentation of establishment files such as government permission etc., evaluation and other records of each individual and staff are maintained by his office and he is responsible for it.

### **The Role of Principal:**

1. The Principal is the Academic Director of Work in the college and is the executive authority of the college. He is appointed by the Provincial. As the leader of the academic

community of the institution, he provides a climate for the intellectual pursuits of the staff and the students. He has to play a vital role in motivating and inspiring the academic community towards excellence. He is totally responsible for the educational standards of the college in all aspects.

2. He supervises all the academic programmes of the college and keeps the Correspondent informed of all matters of general and financial administration. He represents the college in all academic bodies like the University Grants Commissions, AICTE, APSCHE, TSCHE, the University, the representative state council of higher education, the AIACHE, the Xavier Board and the JHEASA. He needs to be familiar with GOs issued from time to time and the rules and regulations of the University.
3. The Principal has the following functions in the college: day-to-day administration of the college ; planning and executing all academic programmes; Supervision of the teaching, non- teaching and contingent staff; allotment of work to the teaching , non-teaching and contingent staff in consultation with the Correspondent; forward the leave application ( other than casual leave) to the Correspondent; drawing almanac and timetable; curriculum and research; attendance of staff and students ; allotment of classrooms; facilitating co-curricular activities, extra -curricular activities and extension services ; admissions of students ; orientations programme for staff and students , staff meetings and meetings of different college bodies; maintaining student and staff discipline administering scholarships and helping poor students; officially in charge of the hostels , self -study report NAAC / NBA Accreditation, NIRF, UGC work; Autonomy examination and President of all Association in the college.
4. The Principal will appoint the heads of the department on the basis of rotation in consultation with the correspondent depending on aided or unaided colleges. HoD is given a 3-year term and he should have a minimum of three years of experience in the department to be eligible.
5. It is the duty of the Principal to establish clear channel of communication and facilitate interaction. The Heads of the Department will assist him to form an effective team. Delegation of authority with responsibility together with accountability should mark the

style of his administration.

6. The Principal is the secretary of the Governing Body of the college.
7. The unaided or aided Principal will function for a period of five years, at the discretion of the Provincial, the term of Principal can be extended or reduced.
8. When the atmosphere is not conducive to run the college smoothly owing to outside elements for a day or two, Principal will decide to close or run the college after consulting Jesuit officials except under emergency situation.
9. For a long-term closure of the college, the Principal consults the Rector, Correspondent and the whole community of Jesuits to arrive at a decision.
10. He is the unifying force between the Management and Staff. He communicates the vision, mission and values of the Jesuits education as well as guidelines and the policies of the management and ensures their translation into action.
11. He is responsible for safeguarding and protecting minors and vulnerable adults in the institution from sexual harassment and abuse. He must take action based on the province policy.

### **Roles and Responsibilities of Assistant Directors:**

1. The Jesuits Assistant Directors should work in close collaboration with the Correspondent/Secretary and the Principal of the college.
2. The Assistant Directors functions within the frame work and the directives given by the Correspondent /Secretary and the Principal of the college. They are to be aware of the rules and regulations of the Institution. They must be a source of inspiration to the staff and students in exercising their functions. They shall involve in teaching for eight to ten hour per week. They are in charge of students' discipline, leave letters of students, late chit, coordinating students' activities and orientation programme for fresh students.
3. They monitor the attendance and regularity of the students. They are responsible for all that concerns their attendance, regularity, leave of absence, medical leave, late coming, absence without leave and discipline.
4. They study the results of the students and keep in touch the weaker students.
5. They also meet the parents of the students, weak in studies, to discuss the progress of

their students.

6. They select students for prizes and medals.
7. They arrange the class tour and field trip of students in consultation with and the approval of the Correspondent /Secretary and the Principal.
8. They visit the exam hall during internal test and semester examinations as chief superintendent appointed by the Principal. They ensure arrangements (seating arrangements, invigilation list) for the smooth conduct of all examinations.
9. They look after general discipline during functions.
10. They attend the general needs of the girl student with the help of the women cell Coordinator.
11. To identify the poor students and recommend them for scholarships and concession.
12. They attend all the departmental meetings, academic council meeting, IQAC meeting, NBA meeting, NAAC meeting and staff recruitment.
13. They keep Correspondent informed of all the general facilities to the staff and the students like canteen, furniture, electricity, drinking water and other requirements.
14. They keep Correspondent /Secretary and the Principal informed of all developments. They attend the weekly meetings held by the Rector/ Superior with the Correspondent/Secretary and the Principal if needed.
15. They work in close collaboration with the Jesuit Correspondent/Secretary and they are responsible for the general discipline of students.

**Role of Heads of the Department:**

1. The management reserves the right of any appointment including the Heads of Department.
2. Allotment of workload to teaching and non-teaching staff for each semester.
3. Preparation of timetable for each semester by constituting a committee of three staff members in consultation with the Principal.
4. Looks after the day-to-day administration of the academic work of the department.
5. Forward CL, and OD of teaching and non-teaching staff through the Assistant Directors to the principal and ensures the work adjustment.

6. Constitutes the committee of three staff members to finalize the list of scientific equipment and books to be purchased under the scientific equipments and books to be purchased under Science free Account and UGC Grant and forward the priority list to the Principal for ordering.
7. Maintains a stock register and takes steps for stock verification every year.
8. Initiates steps for the upkeep and maintenance of scientific equipments once a year with the prior approval of the Principal.
9. Prepares a list of equipment (not in working condition and beyond repair) to be discarded.
10. Monitors the Association activities, Endowments lectures and participation of students in academic activities organised by other institutions.
11. Forward the students' educational tour plan through the Assistant Directors to the Principal.
12. Issues letters of certification and consent to students for field visit/ training programme/ project work.
13. Undertakes steps for revision of syllabi when due.
14. Collects the question paper for the weekly, mid-semester and pre-final exam and forward them to the Controller.
15. Check the semester examination question paper
16. Suggests names of examiners (Department staff) for supplementary examination to the Controller of Examination.
17. Views of the department staff and students may be presented to the Principal. All kinds of requests of department staff may be submitted through the Head of the Department.
18. Prepares the total workload of the Department.
19. Functions as the member of the Staff Selection Board.

### **Librarian Director / Duties and Responsibilities**

ALIET has a well-established library in an area of 504.72 sq. m. It is on the first floor of the four-storey building. It is equipped with 19,741 volumes in engineering section and 4,966 volumes in MBA section besides having 84 national and international journals and 3,537

volumes in SC Book Bank section, and other e-journals. The newly introduced barcode system in the library enables the students to make fast and efficient usage of the available books. The rules that are to be followed in the library are as follows:

1. All the students are expected to become registered members of the library.
2. Students should enter their names, roll numbers and time in the register at the time of entry and exit.
3. Books, records, any printed material and personal belongings should not be carried into the library. They should be deposited at the property counter before entering the library.
4. Each student can borrow three books at a time.
5. All students will have open access for borrowing books.
6. The borrowed books should be returned within 15 days as stamped on the due-date slip.
7. An overdue charge of Rs .5/- per book per day will be collected from the defaulter.
8. Defaulters will not be allowed to borrow books unless they clear the overdue.
9. Students are allowed neither to sub-lend the books they have borrowed nor to borrow on behalf of another.
10. While borrowing library books, students are expected to check the condition of the books. If any damage is noticed, it must be reported at the issue- counter immediately otherwise, the borrower will be held responsible for any damage noticed at the time of returning them.
11. If there is damage to a book, the borrower has to replace the book.
12. The loss of library books should be immediately reported to the librarian.
13. Journals will not be issued but can be read in the reading room.
14. Presentation of the identity card is compulsory for using books in the reference section.
15. The books in the reference section ought to be handled with utmost care.
16. Students are expected to leave the reference books on the table itself after use.
17. Reference books are to be used only within the Reference section.
18. Strict silence is to be observed on the premises of the library.
19. No student is allowed to stay in the library during class hours



### **Duties of Programmer / Lab Technicians**

1. The programmer should install the required software
2. The programmer should assist the students and the lecturer in the lab practical to execute their programmes.
3. They should be available in the lab sessions to handle the technical problems.
4. The programmer should assist the lecturer in smooth conduct of regular practical classes and practical examination.

### **Duties of Class 1V Employees**

1. The correspondent appoints the class 1V employees.
2. The minimum qualification for attender is a pass in class VIII or X failed.
3. They should be appointed on contract basis and subsequently they may be regularized depending on their characters and performance.
4. They shall maintain cleanliness and upkeep of the institution and its premises, namely classrooms, laboratories, library, staffroom, playgrounds, toilets, etc.

### **Duties of Attenders**

1. The duties are assigned by the Principal. However, he/ she shall follow the directions of the faculty concerned in the work place.
2. He/she shall be present in the college as per the working hours of the college.
3. All the time the attenders will remain at the allotted work place except when required to move in furtherance of official information.

### **Duties of Ground Man**

1. Maintaining the cricket circle games enclave
2. Maintaining the nets picts
3. Maintaining the truf
4. Cutting grass - mowing the entire circle.
5. Maintenance of lawn mowers.
6. Daily watering the truf and also placing sprinklers and keeping the circle green.

7. Helping the college when put on duty during organization and major tournaments and sports events.

### **Duties and Obligation of Staff**

Every staff shall at all be courteous and consideration to other employees, students, Parents, visitors, trainees, the public's and every person in authority.

### **Termination and Resignation**

The appointing authority can terminate the services of any term appointee with notice or salary in lieu of notice as per the term appointments.

Every regular employee shall be entitled to 'Service Certificate' at the time of leaving the service by the appointing authority.

A regular employee may resign her/his employment with notice (as applicable) to the Correspondent to the Principal or by paying salary in lieu of notice. However, they would be relieved of their duties after handling over their charges to another employee specified by the Principal.

  
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