

Government of Andhra Pradesh



INTERMEDIATE EDUCATION DEPARTMENT

FUNCTIONARY MANUAL

2002

Commissioner & Director

Intermediate Education
Andhra Pradesh, Hyderabad -500 001

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I. Origin of the Department

Two year Intermediate Course (+2 level education) hitherto Pre-university course is referred to as Junior College was introduced in the year 1969-70. With the introduction of +2 level of Education, there was an enormous increase in the workload in the office of the Director of Public Instruction, and attention to three levels of Education, viz., Secondary, Intermediate and College education could not be given. So the Directorate of Higher Education, which included +2 level of Education was carved out from the Directorate of Public Instruction, Vide G.O.Ms.No.788, Education Department, dated.30.6.1975.

Later, at the time of introduction of UGC Scales of Pay, 1986 to the staff of Composite Degree Colleges, certain problems cropped up. It was decided that the Composite Colleges should be bifurcated into Degree and Junior Colleges. In order to suitably restructure, the office of the Director of Higher Education was bifurcated into two Directorates.

- (1) Directorate of Collegiate Education and
- (2) Directorate of Intermediate Education
(vide G.O.Ms.No.1537, Education (I.E) dated.31.8.1989).

Thus the Directorate of Intermediate Education was established on 1.11.1989 vide G.O.Ms.No.343, Education Department, dated 31.10.1989 with the objective of better co-ordination, monitoring, functioning and management of junior colleges both Government and Private in the State.

OBJECTIVES

The main objectives of the Department are to promote Intermediate Education in rural, backward and tribal areas for introducing need based vocational courses as a replacement of conventional courses in a phased manner to create self employment.

AIMS

The aims of the Department are:

1. Administration and control over Government Junior Colleges.
2. Regulating and controlling certain aspects of private aided colleges, vis-a-vis release of grants and utilisation, auditing of accounts and exercising powers envisaged in A.P.Education Act, 1982.
3. Implementation of the scheme of Vocational Education at +2 level, including designing of courses, preparation of reading material and conducting inspections so that by the year 2020, 70% of +2 students are brought under vocational stream.

II. ORGANISATIONAL STRUCTURE

The organizational structure of the Department of Intermediate Education is appended. The cadre strength is given below:

CADRE STRENGTH IN THE DEPARTMENT OF INTERMEDIATE EDUCATION

Sl. No.	Category	No. of Posts
DIRECTORATE LEVEL		
1.	Commissioner & Director of Intermediate Education	1
2.	Additional Director of Intermediate Education	1
3.	Joint Director (Services)	1
4.	Joint Director (Vocational)	1
5.	Deputy Director (Services)	1
6.	Deputy Director (Vocational)	1
7.	Assistant Director (Vocational)	1
8.	Assistant Director (G)	1
9.	Assistant Director (J)	1
10.	Chief Auditor (Gazetted)	1
11.	Accounts Officers	2
12.	Junior Accounts Officers	2
MINISTERIAL STAFF		
13.	Superintendents	13
14.	Auditors	10
15.	Senior Assistants	31
16.	Senior Accountants	5
17.	Stenos	1
18.	Jr. Assistants	14
19.	Junior Accountant	1
20.	Typists	11
21.	Record Assistants	3
22.	Attenders	8
S.I.V.E.		
23.	Professor	1
24.	Readers	3
25.	Lecturers	3
MINISTERIAL STAFF		
26.	Superintendent	1
27.	Stenographers	4
28.	Accountants	2
29.	Senior Assistants	2
30.	Jr. Asst-Cum-Typists	2
31.	Attenders	4
REGIONAL LEVEL		
32.	Regional Joint Directors of Intermediate Education	4
33.	Administrative Officers	4

MINISTERIAL STAFF			
34.	Superintendents	8	
35.	Senior Assistants	16	
36.	Junior Stenos	4	
37.	Junior Assistants	16	
38.	Typists	8	
39.	Attenders	4	
40.	Auditors	4	
41.	Watchmen	4	
DISTRICT LEVEL			
42.	District Vocational Education Officers	18	
43.	Deputy District Vocational Education Officers/A.O	18	
44.	Superintendents	18	
45.	Sr. Assistants	18	
46.	Jr. Assistants	18	
47.	Typists	18	
48.	Attenders	18	
INSTITUTIONAL LEVEL			
		Govt	Private Aided
49.	Principals	680	206
50.	Jr. Lecturers	9284	3028
51.	Physical Directors	572	202
52.	Librarians	565	200
MINISTERIAL STAFF			
53.	Superintendents	10	21
54.	Senior Assistants	729	203
55.	Junior Assistants	419	182
56.	Typists	333	196
57.	Record Assistants	1097	607
58.	Attenders	1553	606
59.	Contingent Staff	202	529

III. COMMISSIONER AND DIRECTOR OF INTERMEDIATE EDUCATION

Origin of the Post

The Commissioner and Director of Intermediate Education is the Head of the Office at the State Level. The post of the Commissioner and Director was created vide G.O.Ms.No.343, Education Department, dt.31.10.1989.

FUNCTIONS

1. Administrative:

- a) He will implement all the policies of the Government pertaining to Intermediate Education, pronounced from time to time, and is accountable to the Government for implementation.

- b) He is responsible for proper planning, organising and implementation of +2 education in the State.
- c) Regulates all the functions of Government Junior Colleges.
- d) Sanctions various types of scholarships other than the social welfare, to the students of Junior Colleges.

2. Executive:

Private Aided / Unaided Junior Colleges:

- a) He will exercise all powers envisaged in the A.P. Education Act, 1982.
- b) Regulates the functions of Private Junior Colleges vis-à-vis, release of grant and its utilisation.
- c) Approves all the appointments of teaching staff in all private junior colleges.
- d) Approves the persons for correspondentship, change of correspondentship of private junior colleges. Also, he approves the appointment of a Special Officer in place of correspondent in a private aided/ unaided junior colleges.
- e) Releases grants to residential junior colleges in the State. He is also a member convenor, of grant in aid committees.

3. Appointing Authority:

He is the appointing authority for the post of Principals of Government Junior Colleges, Deputy Director, Assistant Director /Administrative Officer/Chief Auditor (Gazetted), Superintendents in the Department of Intermediate Education, Senior Assistant and Junior Assistant and upto the cadre of Typists in the office of the Commissioner.

4. Disciplinary Authority:

He conducts enquiries of all nature pertaining to Regional Joint Directors, D.V.E.Os, Principals of Government Junior Colleges, and he is the disciplinary authority to the category of posts to which he is the appointing authority as well as the Government. He is the competent authority to impose penalties on Government Servants charged with negligence, misconduct, criminal misconduct and moral turpitude, etc., under A.P.C.S.(C.C.A) Rules, 1991. He is the appellate authority to the category of posts where Joint Directors/Deputy Directors/Principals are the appointing and also disciplinary authorities.

5. Inspecting Authority:

He inspects all the offices of the Regional Joint Directors, D.V.E.Os, Junior Colleges (Private aided and unaided) etc., under his jurisdiction.

6. Financial:

He is responsible for the utilisation of the appropriations made available to the Department of Intermediate Education by following the financial disciplines and the financial powers delegated to him by the Government from time to time.

7. Pension Sanctioning Authority:

(G.O.Ms.No. 202 Finance and Planning (T.W.PSC) Department, dated 23.11.1998)

As Head of the Department, he is competent to Sanction pension (a) to all Non Gazetted Officers including class IV employees in the Commissionerate and (b) to all Gazetted Officers in the Department. He is also pension-sanctioning authority to the staff of Aided Junior Colleges.

8. Sanction of Loans and Advances:

According to the orders with regards to delegation of powers issued in G.O.Ms.No.131, Finance and Planning, dated.19.8.1997 the C & D.I.E., is competent to sanction loans and advances under House Building Advance, Motor Cycle Advance, etc., to the officers in the category of Joint Directors and R.J.D.I.Es and other cadres in the Head and Subordinate Offices working in the department.

He will also sanction Educational Concession to Non-Gazetted Officers in the Office of the Commissionerate.

9. G.P.F. Advances:

The Commissioner and Director of Intermediate Education is competent to sanction G.P.F. Advances and Part-final withdrawals in the category of Joint Directors, Regional Joint Directors of Intermediate Education and D.V.E.Os working under his control, and other Gazetted Officers in the Commissionerate.

10. Sanction of Arrears Claim:

He is vested with powers to issue adhoc sanction to the arrear claims for a period beyond six years on the date of presentation. Similarly, he can also sanction arrear claims within six years after investigation by the P.A.O at Hyderabad and D.T.O. in the Districts.

11. Commissioner and Director of Intermediate Education as Secretary, Board of Intermediate Education.

The Commissioner and Director of Intermediate Education is also ex-officio Secretary, Board of Intermediate Education. In exercise of the powers conferred by sub section (1) of Sec.17 read with clause (c) of sub section (2) and sub section (3) of section (7) of the Andhra Pradesh Intermediate Education Act, 1971 the Secretary performs

various functions; vide G.O.Ms.No.539, Education (V) dated.9.4.1975.

The Secretary shall exercise the following powers of control and supervision over the officers under the Board and the staff therein:

1. to take all steps to conduct the Intermediate Examination and award certificates.
2. to appoint the ministerial and last grade staff and contingent staff;
3. to exercise disciplinary control over the staff mentioned in item 2 above. An appeal shall lie with the Vice Chairman, against the orders passed by the Secretary;
4. to sanction all kinds of leave to the officers and employees of the Board;
5. to sanction casual leave in respect of officers and other employees on deputation to the Board;
6. to perform such other functions as may be entrusted to him either by the Chairman or by the Board;
7. the Secretary may delegate any of his powers to other officers of the Board with the approval of the Board;

DELEGATION OF FINANCIAL POWERS

The ceiling limits are fixed in G.O.Ms.No.148 Fin & Planning, dt.21-10-2000 (see annexure)

ACTS, RULES AND REGULATIONS TO BE FOLLOWED

The following Acts and Rules are observed or followed by the Commissioner and Director while carrying out each of the activities:

1. The Andhra Pradesh Intermediate Education Act (Act 2 of 1971)

Commissioner and Director of Intermediate Education is also the Secretary, Board of Intermediate Education (B.I.E.). Various rules which govern functioning of the B.I.E. are provided in the Act 2 of 1971 and the rules are contained in G.O.Ms.No.539, Education (v), dated. 9.4.1975.

2. The Andhra Pradesh Education Act, 1982 (Act 1 of 1982)

This is a comprehensive act to consolidate and amend the laws relating to the Education system in the State of Andhra Pradesh, which is applied in various issues.

The functions, responsibilities and the powers of the Commissioner/Director of Intermediate Education as per A.P. Education Act, 1982 as amended from time to time and the rules prescribed are given below.

1. The C & D.I.E. is competent authority to be informed about the nomination of Secretary/Correspondent to manage the affairs of a private college (Sec. 24 (2) of the Act).
2. Under Sec 48 & 49 the C & D.I.E. is the competent authority to audit the annual accounts of every private institution receiving grant-in-aid.

3. Under Sec 43 (2) the C & D.I.E. is the concerned authority to disburse the grant to private educational institutions.
4. The C & D.I.E. is competent to communicate the enquiry report and advice suitable action to be taken within a prescribed time. If the educational agency fails to comply with the instructions issued by the C & D.I.E., he/she may issue directions as deemed fit, which will have to be followed by the educational agency. (Sec 50 (1 to 4) and Rule 3 of the rules issued in G.O.Ms.No.32, Education (Rules) dated. 2.2.88.
5. Under section 24 (3) (a) read with G.O.Ms.No.147, Education dated 21.6.90, the C & D.I.E. is the competent authority to suspend the management of a private educational institution and appoint a special officer till reconstitution of the management. As per section 24 (3) (b) the C & D.I.E. is competent to recommend to the management of a private institution to take action against the manager (Secretary /Correspondent or any other designated person) of the private institutions.
6. Under Section 89 of the Act, the C & D.I.E., shall be the appellate authority in respect of the orders passed by his subordinate officers.
7. In terms of G.O.Ms.No.29 Education (Rules) dated.5.2.1987, the C & D.I.E. shall be the competent authority to approve the appointment of non-teaching staff in private colleges.
8. The C & D.I.E., under the rules issued in G.O.Ms.No.29, Education (Rules) dated.5.2.1987, shall nominate any officer subordinate to him to be on the selection committee of a private college for appointment of the staff to the teaching and non teaching posts.
9. The C & D.I.E., is the competent authority to inspect the office of the R.J.D.I.E., and a few Junior Colleges every year.
10. The C & D.I.E. shall approve the annual inspection performance of R.J.D.I.Es.

3. The Andhra Pradesh Public Service Commission (APPSC):

The Act provides for the constitution of APPSC for the selection of teachers for appointment in Junior Colleges. The manner of selection for the post of Principal, Junior lecturer, Physical Director, Librarian, etc., in Junior Colleges are specified in this Act. Consequent on abolition of APCSC the recruitment work has been re-entrusted to APPSC.

4. Special Rules for the Post in Intermediate Education

The rules are contained in G.O.Ms.No.302, Education (I.E.) department, dated, 30.12.1993 which deals with special rules for the post in Intermediate Education viz., Director, Additional Director, Joint Directors, Deputy Directors, Principals of Junior College, Assistant Director including Administrative Officers,

Chief Auditors (Gazetted), Junior Lecturer in conventional and vocational courses.

5. The Andhra Pradesh Educational Institutions Establishment, Recognition, Administration and control of Institutions of Higher Education (Rules 1987).

Vide G.O.Ms.No.29, Education (Rules) dt.5.2.1987.

These rules were made in exercise of the powers conferred by A.P. Education Act, 1982. The rules shall apply to all Educational Institutions both Government and Private, (Aided and Unaided).

6. Andhra Pradesh Sahakara Junior Kalasalalu (Registration, Establishment, Recognition and Regulation) Rules 1988:

Formulated in G.O.Ms.No.251, Edn.(Rules) dated.27.6.1988. This shall apply to Sahakara Junior Kalasalalu established by the educational societies under co-operative sector.

7. Andhra Pradesh Private Institutional Grant-in-Aid (Regulations) Act, 1988 (Act No.22 of 1988):

The Act deals with the regulations of payment of Grant-in-aid to the private educational institutions in the State of Andhra Pradesh.

8. The Andhra Pradesh Education Maintenance Grant (Regulations) Act 1985:

(Act No.11 of 1985) deals with the quantum of maintenance grant to the private educational institutions, commencing from 1st April 1978.

9. G.O.Ms.No. 319 Education (Rules) dated 6.8.1983

It deals with the rules governing the taking over of management, requisitioning and acquisition of educational institutions.

10. Andhra Pradesh Aided College Staff Pension Rules, 1993:

Contained in G.O.Ms.No.2, Edn (C.E.2) dated.5.1.93. It deals with the extension of pension to the staff of aided colleges.

11. The Andhra Pradesh Private Educational Institutions Employees (Conduct) Rules 1985 (G.O.Ms.No. 13 Education (Rules) Dated. 8.1. 1986)

It deals with the rules pertaining to all employees working in Educational Institutions under private management.

12. The Andhra Pradesh Educational Institutions (Establishment Recognition, administration and control of schools under private managements) Rules, 1993. (G.O.Ms.No.1 Education Dated 1-1-94)

The rules are applicable relating to establishment, recognition and regulations of minority educational institutions under private management.

13. The Andhra Pradesh Educational (Institutions Inspections and visits) Rules, 1988 (G.O.Ms.No.32 Education dated 2-2-88)

These rules are applicable to colleges functioning under Government and Non Government Agencies.

14. The Andhra Pradesh Educational Institutions (Parent Teachers Association) Rules, 1987. (G.O.Ms. No. 246, Education dated 17-10-1987)

15. Andhra Pradesh Prohibiting of Ragging Act 1997 (Act 26/1997)

Government have issued orders in G.O.Ms.No67, dated 31-8-2002 Prohibiting Ragging in all Educational Institutions in the state.

16. Andhra Pradesh Educational Institutions (Regulation of Admissions and Prohibition of Capitation Fee Act 1983 (Act 5/1983)

Government enacted this prohibiting collection of capitation fee at the time of admission of students in to Educational institutions, which is on increase in the state.

17. Andhra Pradesh (Prevention of Malpractices and unfair means) Act 1997 (Act 25/1997)

The Act deals with the Prevention of Malpractices and unfair means at or relating Public Examinations and for matter connected there with or incidental their to.

18. Help Required

The Commissioner and Director of Intermediate Education shall address the Secretary to Education for Government of Andhra Pradesh in case any clarifications are needed for the various sets and Rules issued by the Government from time to time.

19. Accountability

The Commissioner and Director of Intermediate Education is accountable to the Secretary to Education, Government of Andhra Pradesh for any commissions and omissions in the Department.

20. Targets for Schemes, Programmes, Works etc

These are no temporary schemes, works etc. The targets are routine annual features:

- i) He is responsible for proper planning; organising and implementation of +2 level education to enable the Board of

Intermediate Education, impart +2 level education, conduct the examinations and publication the results.

- ii) To enable the targets to be achieved, he regulates all the functions of the Junior Colleges, which impart +2 education.

IV. ADDITIONAL DIRECTOR:

Origin of the Posts

The post of Additional Director was sanctioned Vide G.O.Ms.No.130, Education dt.20.3.91.

FUNCTIONS

1. Additional Director assists the Commissioner/Director in implementing the policies of the Government in strengthening vocational education in the State.
2. He assists the Commissioner/Director in the administration of Government Junior Colleges in the State and takes guidance and help from the Commissioner & Director of Intermediate Education, in the implementation of various programmes.
3. He is accountable to the Commissioner/Director.

V. JOINT DIRECTOR

Origin of the Post

There are two posts of Joint Director in the department. One post of Joint Director (Services) was allotted from the erstwhile Directorate of Higher Education. The Joint Director (Vocational) was sanctioned Vide G.O.Ms.No.279, Edn, dated 14.7.88. The functions of the Joint Director are given below:

FUNCTIONS

JOINT DIRECTOR (Services)

1. Deals with the matters relating to District Vocational Educational Officers.
2. Matters related to the Principals' Associations, Junior Lecturers' Association etc.,
3. Service matters including pension of teaching and non-teaching staff working in private aided and Un-aided institutions of Zone I to Zone VII.
4. Matters relating to Co-operative Junior Colleges.
5. Issue of Minority certificates.
6. WP/RPS in respect of Private Junior Colleges.

7. He assists the Commissioner/Director in implementing the policies of the Government.
8. Sanction of drought and cyclone grants to private colleges. Release of grants to all zones.
9. Matters relating to Residential Junior Colleges.
10. All matters relating to office procedure pertaining to service conditions including disciplinary proceedings of staff of the Directorate.
11. Sanction of leave and maintenance of Service Registers in respect of staff working in the Commissionerate.
12. Matters relating to sanction of Loans viz., marriage, motor cycle, house building and other advances and loans pertaining to GPF, to staff of the Commissionerate/Subordinate staff.
13. Purchase and distribution of stationery.

JOINT DIRECTOR (Vocational)

Joint Director (V) performs the following functions of Vocational Education and also as Regional Joint Director of Intermediate Education pertaining to the Junior Lecturers belonging to Zone VII which includes twin cities, in addition to other duties assigned by the Commissioner and Director of Intermediate Education.

1. He assists the Additional Director and Commissioner in implementing the policies of the Government in strengthening the vocational education in the state.
2. Assists in the administration of Govt. Jr. Colleges in the state and takes guidance and help from the Commissioner in the implementation of various programmes in Vocational Education.
3. S.I.V.E functions under his direct control and guides S.I.V.E in development of curricula for vocational courses which are to be carried out in close understanding with the B.I.E through Expert Committee appointed for the purpose.
4. Provides necessary guidance to SIVE for preparation of Text Book and Instructional material for Vocational courses.
5. Monitors District Vocational surveys.
6. Reviews organisation of in service training programme conducted from time to time.
7. Plays pivotal role in developing awareness programme for popularization of vocational courses.
8. Monitor the purchase of Vocational equipment from the Budget provided under C.S.S and State Government.
9. Monitors the preparation of Budget, releases and its utilisation.
10. Monitors the starting and functioning of Vocational courses in both Govt. and Private Jr. Colleges.

ENACTMENT OF RULES Etc.

The important sets and rules issued by the Government to be followed are listed out under the heading "Commissioner and Director of Intermediate Education". Certain powers are delegated to the Joint Directors in appointing the staff to the Junior Colleges, taking

disciplinary action on the staff appointed, financial powers are discussed in the preceding paragraphs.

HELP REQUIRED

Any help required in implementing the Rules and Acts is provided by the Commissioner & Director of Intermediate Education.

ACCOUNTABILITY

The Joint Directors are accountable to the Commissioner & Director of Intermediate Education for the implementation of the programmes of the Junior Colleges.

VI. DEPUTY DIRECTOR

Origin of the Posts

There are two posts of Deputy Directors, in the office of the Commissioner and Director of Intermediate Education. One post of Deputy Director (Services) was allotted from the erstwhile Department of Higher Education and the other was sanctioned vide G.O.Ms.No.130, Edn dt.20.3.91

They are second level officers.

FUNCTIONS:

DEPUTY DIRECTOR (Services)

He deals with the following matters while assisting Joint Director concerned..

1. Service matters of Principals of Govt. Junior Colleges in the State.
2. Service matters of D.V.E.Os in the State.
3. Service matters of Junior Lecturers, working in Govt .Junior Colleges in the State.
4. Service matters of Principals and Junior Lecturers and opening of Government Junior Colleges in the State. Policy matters relating to two year Intermediate Course.
5. Verification of Audit Reports of Private Aided Junior Colleges.
6. Subjects relating to regularisation of services of Junior Lecturers in Government Sectors.
7. Matters relating to absorption of staff of takeover colleges in the State.
8. Matters relating to part-time Junior Lecturers in the State.
9. Continuation of temporary posts Year after Year.
10. Naming of Government Junior Colleges after the Chief Doner.
11. Affiliation and recognition of Government Junior Colleges.
12. Plan Schemes.
13. Approval of Annual Salary Statements of Private Aided Junior Colleges.
14. General Correspondence regarding Private Junior Colleges.
15. Sanction of Merit Scholarships.
16. Sanction of E.P.P. Scholarships.
17. Matters relating to service conditions including disciplinary proceedings of staff, working in the Directorate of Intermediate Education.

18. All Service matters relating to disciplinary cases, Pensions, staff of subordinate offices.
19. Matters relating to sanction of loans and advances to staff of Directorate of Intermediate Education and Subordinate offices.

DEPUTY DIRECTOR (Vocational)

He deals with the Vocational subjects under the administrative control of Joint Director concerned besides the following functions..

1. Policy matters relating to Two year Intermediate Course.
2. Opening of Additional sections in Government Junior Colleges.
3. Opening of new Government Junior Colleges and Open Admission Colleges.
4. Creation of new posts, conversions and shifting of posts.
5. Continuation of temporary posts year after year.
6. Granting of “ No Objection Certificates” to obtain passport to the Junior Lecturers, who desire to go abroad.
7. Sanction of National Merit Scholarships, State Merit Scholarships.
8. Educational Statistics and Plan schemes of Intermediate Education.
9. Arrear claims, correction of date of birth.

As the Deputy Directors are second level officers, they route most of their files to the Commissioner & Director of Intermediate Education through the Joint Director. The final authority in giving any clarification shall be the Commissioner & Director of Intermediate Education.

ACCOUNTABILITY

They are accountable to the Commissioner & Director of Intermediate Education for the general omissions are commissions, while implementing the programmes.

TARGETS FOR SCHEMES

Generally, they do not have new targets fixed for completion in a specified time. They assist the Joint Director of Commissioner & Director of Intermediate Education in the implementation of the various schemes if any at +2 education.

The main target is at the college level where the instruction at the +2 level is satisfactorily completed. Completion of the syllabus and conduct of examinations is a routine annual feature.

VII. ASSISTANT DIRECTOR

Origin of the Posts

There are three posts of Assistant Director. Out of these three posts, two posts have been allotted from the erstwhile Directorate of Higher Education and one post has been sanctioned vide G.O.Ms.No. 279, Education dated 14.7.1988.

FUNCTIONS:

ASSISTANT DIRECTOR (G)

The following subjects are dealt by the Assistant Director while assisting DD/JD concerned.

1. Service matters of Principals of Govt. Junior Colleges in the State.
2. Departmental promotion committee panels of all zones.
3. Matters relating to Gazetted Officers o/o the Director of Intermediate Education, including pension cases.
4. Matters relating to District Vocational Education Officers.
5. Regularisation of Services of Principals of Government Junior Colleges in all Zones.
6. All service matters including pension of teaching and non-teaching staff working in Aided Junior Colleges in the State.
7. Approval of Annual Salary Statements of private Junior Colleges.
8. Preparation of Number Statements.
9. Sanction of additional sections/New sections and continuation of posts in Aided and Un-aided colleges.
10. Admission of Un-aided Colleges into aided colleges.
11. Release of teaching grants to all Aided Junior Colleges in the State.
12. Approval of appointment of Teaching/ Non-teaching staff of Un-Aided Junior Colleges in the State.
13. Regularisation of Part-time Junior Lecturers in Aided Government Junior Colleges in the State.
14. Permission to utilise the accumulated special fee funds towards the developmental activities of the college in all the Aided Junior Colleges in the State.

ASSISTANT DIRECTOR (J)

The following subjects are dealt by the Assistant Director while assisting DD/JD concerned..

1. Transfers and postings of all Junior Lecturers/Physical Directors, Librarians working in Zone VII.
2. Granting of 'No Objection Certificate' to obtain passport the Junior Lecturers who desire to go abroad.
3. Pensions of retired Junior Lecturers/Physical Directors/Librarians in Zone VII.
4. All matters pertaining to the service conditions of Senior Assistants working in Government Junior Colleges in twin cities.
5. Sanction of National Merit Scholarships, State Merit Scholarship, Riyathi Scholarships General Merit Scholarships and sanction of E.P.P Scholarships.
6. Policy matters relating to Two years intermediate courses.
7. Opening of additional sections in Government Junior Colleges.
8. Creation of new posts, conversion and shifting.
9. Continuation of temporary posts year after year.
10. Educational statistics of Intermediate Education.
11. Arrear claims and correction of date of birth.

ASSISTANT DIRECTOR (V)

The following subjects are dealt by the Assistant Director while assisting DD/JD concerned..

1. Purchase of Vocational Equipment under centrally sponsored schemes and computer courses in Government Junior Colleges.
2. Purchase of Vocational Equipment.
3. Starting of Vocational Courses in Government Junior Colleges and Private Junior Colleges.
4. Continuation of posts of Vocational Education.
5. Sanction of new schemes in Vocational Education.
6. Tour Programme of District Vocational Education Officer
7. Subjects relating to regularisation of services of Junior Lecturers in Government sector in Vocational education.
8. Matters relating to absorption of staff of taken over colleges in the State
9. Matters relating to Junior Lecturers in the State in Vocational Education.
10. Matters relating to part-time Junior Lecturers in the State in Vocational Education.
11. Sanction of Telugu Vignana Parithoshikam and Hindi Scholarships.
12. Naming of Government Junior Colleges after the Chief Doner.
13. Enhancement of special fee funds.
14. Permission to draw the accumulated special fee funds towards the development of the college in all the Government Junior Colleges in the State.

ENACTMENT OF RULES

The Assistant Director has to follow various rules and acts issued by the Government from time to time, which are outlined in the earlier chapter "Commissioner and Director of Intermediate Education".

HELP REQUIRED

He is the first level officer and takes guidance from the Deputy Directors for administrative help and clarification.

ACCOUNTABILITY

He is accountable to the Commissioner & Director of Intermediate Education for the general omissions and commissions and takes guidance from the Deputy Directors for rectification.

TARGETS FOR SCHEMES, PROGRAMMES ETC

As indicated in the earlier chapters there are no new projects/works to be completed in specified time.

VIII. CHIEF AUDITOR (GAZETTED)

Origin of the Posts

From the erstwhile Department of Directorate of Higher Education.

FUNCTIONS

1. Verification of audit reports of Aided Junior Colleges and checking the audit programme of the Aided Junior Colleges.
2. Approval of tentative tour programmes of auditors of Director of Intermediate Education.
3. Compliances on the audit report for all the Aided Junior Colleges in the State.

ENACTMENT OF RULES ETC

There are Rules and sets specified to the management of Private Aided Junior Colleges. The Acts and Rules are specified under the Chapter "Commissioner and Director of Intermediate Education".

HELP REQUIRED

Help required to implement various Acts and Rules is obtained from the Commissioner & Director of Intermediate Education and the Secretary to the Education Department, Government of Andhra Pradesh.

ACCOUNTABILITY

He is accountable to the Joint Director through whom he routes his files and the Commissioner & Director of Intermediate Education for the general Omissions and Commissions.

TARGETS FOR SCHEMES

He is accountable to see that all the Private Aided Junior Colleges are audited once in a year, so that the grants given are properly utilised.

IX. SUBORDINATE STAFF

There are 15 sections in the Commissionerate including two accounts sections. The cadre strength of the Ministerial Staff is given below:

MINISTERIAL STAFF		
1	Superintendents	13
2.	Auditors	10
3.	Senior Assistants	31
4.	Stenos	1
5.	Jr. Assistants	14
6.	Typists	10
7.	Record Assistants	3
8.	Attenders	7
MINISTERIAL STAFF, S.I.V.E		
9.	Superintendent	1
10.	Stenographers	4

11.	Accountants	2
12.	Senior Assistants	2
26.	Jr. Asst-Cum-Typists	1
13.	Attenders	4

Out of these 13 sections, 4 sections deal with Administrative matters pertaining to Government Junior Colleges; three sections with matters pertaining to Private Aided and Unaided Junior Colleges; two sections with sanction of different types of Scholarships; two sections with Vocational Education; one section with Pay Fixation, etc., and one section deals with Administrative matters pertaining to the Commissionerate.

X. ACCOUNTS OFFICERS

The Accounts Officers are under direct administrative control of the Commissioner, working as per the directions of the D.T.A as per rules. In G.O.Ms.No.477, Finance Department, dt.28.12.1961, the Accounts branches in the office of Director of Public Instruction were separated and the staff were deputed to the Heads of the Departments. The Accounts Officer shall function under the general supervision of the Joint Director and Commissioner as an assistant in Financial and Accounts matters. Budget proposals shall be prepared by them as per the directions of the Commissioner following the guidelines issued by the Finance Department.

There are two Accounts Officers, two Junior Accounts Officers, five Senior Accountants, one Junior Accountant, one Typist and one attender.

FUNCTIONS

1. Fixation of Pay:

Fixation of pay of the employees of the Department of Intermediate Education shall be approved by the Accounts Officers. His advice is to be taken in cases pertaining to the fixation of pay and appointment/promotion etc. The service registers of the staff of the department are maintained by the accounts department.

2. Budgeting:

The Accounts Officers have to prepare number statements and budget estimates of revenue and capital and loans accounts under plan and non-plan scheme of the department. They will release budget as per the instructions of the Commissioner and Director of Intermediate Education. They shall review the monthly expenditure with reference to release of funds. They shall also prepare proposals for certain supplementary grants/re-appropriation and ensure timely preparation of savings and excesses. They shall prepare performance budget and prepare departmental budget speech in the Legislature Assembly.

3. Maintenance of Accounts :

They will exercise control and ensure that complete accounts of the whole department are maintained.. They are responsible to see that detailed contingent bills are sent to the Accountant General in time and to bring the cases of delay to the notice of the head of the department.

4. Internal Audit :

The Accounts Officer has to conduct Internal Audit of the Offices under the control of the Head of the Department including their own office in respect of departmental revenue/receipts and expenditure and supervise the work and performance of the Internal audit parties. They shall undertake tours of various subordinate offices.

5. Disposal of Pension cases :

The Accounts Officer is responsible for watching quick disposal of pension cases within the department. For this purpose, they should obtain periodical returns from all the Subordinate officers in prescribed form and to pursue them at every stage till their Finalisation.

6. Reconciliation:

The Accounts Officer is responsible for reconciliation of departmental figures with the figures available with the A.G. and rectify discrepancies, if any.

7. Stores Purchase :

The Head of the Department has to invariably obtain the advice of the Accounts Officer in respect of purchase of stores. They are to be the members of departmental stores purchase committee, where constituted, and also of condemnation/ disposal of articles committee.

8. Public Accounts Committee:

The Accounts Officer shall deal with all matters relating to the Public Accounts Committee. They shall personally assist the Head of the Department and later the Secretary to the Government who are only the authorities to tender evidence before Public Accounts Committee.

1. Drawing and Disbursement :

The Accounts Officers or their nominees shall take responsibility as drawing and disbursing Officer

2. Maintenance of Cadre Strength:

The Accounts Officer shall maintain the cadre strength particulars under Plan and Non-Plan with the supporting

Government Orders, year to year and see that the P.A.O/ D.T.Os not allow pay and allowances if further continuance has not come, or if the existing posts are abolished.

3. Administrative :

He will correspond with D.T.A with regards to sanction of leave, pay fixations, release of increments, sanction of G.P.F. Advances, etc., in respect of staff members of the Accounts branch.

STATE INSTITUTE OF VOCATIONAL EDUCATION (S.I.V.E)

XI. PROFESSOR

Origin of the Posts

The post has been sanctioned vide G.O.Ms.No.407, Education, dated 5.10.1988 and G.O.Ms.No. 253, Education (IE) dt.9.7.1991

FUNCTIONS

The Professor shall be the Head of the State Institute of Vocational Education (S.I.V.E) who shall function directly under the control of the Joint Director (Vocational Education) in the Directorate of Intermediate Education. He/She shall be assisted by the teaching and non-teaching staff. The functions of the Professor are as follows:

1. Development of curricula for Vocational Courses.

- (i) Preparation of curricula to the new vocational courses to be opened in the colleges based on demand for vocational personnel.
- (ii) Revision and modification of existing curricula of vocational courses to modernise them and make them effective and meaningful.

The above activities shall be carried out in close understanding with the Board of Intermediate Education through expert committees appointed for the purpose.

2. Preparation of textbooks and instructional material for Vocational Courses.

- i) Organise workshops for select authors and editors for preparation of manuscripts of text books and instructional materials
- ii) Monitor processing of manuscript for printing and publication.
- iii) Conduct Orientation programmes for textbook writers and for those who develop instructional material.
- iv) Fix-up norms for the preparation of manuscripts, illustrations and publications and Payment of remuneration for the same.

3. Conduct District Vocational Surveys :

- i) Schedule the work relating to conduct of vocational surveys in all the Districts.
- ii) Organise training programmes for District Vocational Education Officers and other staff for conducting the survey.
- iii) Evolve suitable formats to be used in survey work and make them available to the field officers
- iv) Compile information received from all the Districts
- v) Verify data in a random manner.
- vi) Provide guidance and direction to the District Vocational Education Officers.
- vii) Publish the results of the district vocational survey.
- viii) Identification of pass-outs of vocational courses and their future programmes.

4. Organise in-service teacher training programme

- i) Identify training needs of the teachers and institutions in vocational courses.
- ii) Identify institutions/organisations that can collaborate in organising training programmes.
- iii) Schedule training programmes and organise them with or without the help of other institutions/organisations.

5. Organise training, vocational guidance and placement activities :

- i) Conduct orientation programmes for vocational guidance teachers.
- ii) Identify institutions/organisations where training facilities can be provided for pass outs.
- iii) Collaborate with Regional Directorate of Apprenticeship Training for securing placement of pass outs for apprenticeship.
- iv) Pursue modification of recruitment rules to promote employment of vocational pass outs in organised sector.

6. Provide academic support to the State Council for vocational education on matters of policies and programmes:

Supply necessary data and information to the State Council for vocational education (SCVE) on all academic matters of policy pertaining to vocational education.

7. Develop awareness programmes for popularization of vocational courses:

- i) Prepare publicity material for use in mass media.
 - ii) Organise exhibitions/seminars on vocational education in urban/rural areas.
8. **Purchase of Vocational Equipment under C.S.S and Science Improvement Programme in Government Junior Colleges/Private Junior Colleges.**
 9. **Starting of Vocational Courses in Government/Private Junior Colleges, sanction of new schemes.**
 10. **Continuation of posts of vocational courses.**
 8. **Approval of tour programmes of D.V.E.Os**
 12. **Regularisation of part-time Junior Lecturers in Vocational courses.**
 13. **Help required**

In case any administrative help or clarification is required, the Commissioner & Director of Intermediate Education should be approached.

14. **Accountability**

The Professor is accountable to the Commissioner & Director of Intermediate Education for general omissions and commissions.

15. **Targets for Schemes etc**

The Professor's post is created with a view to improve the vocational courses in the State, so that new courses can be introduced according to the needs. The job of the Professor is to enhance the admissions in vocational education by creating awareness and reduce the admissions in the conventional courses. He is provided various staff members to assist in the matter.

XII. READERS

Origin of the Posts

The post of readers have been sanctioned vide G.O.Ms.No.407, Education (IE), dated.5.10.1988 and G.O.Ms.No. 253 Education (IE) dt.9.7.1991. The posts of Readers may be filled up taking persons from the following subject departments.

1. Medical Education
2. Department of Agriculture
3. Department of Technical Education

1) FUNCTIONS

The Readers will assist the Professor in the specific functions performed by the SIVE as listed out in the previous paragraphs under “Professor”.

2. Help required

The Readers will receive help or assistance in the execution of the works from the Professor.

3.Accountability

The readers are accountable to the Professor for general omissions and commissions.

4.Targets

As already indicated the target is to enhance the intake of Vocational students in +2 level of education. The Reader will help the Professor in giving suitable assistance in the respective branches of specialisation.

XIII. LECTURERS

Origin of the Posts

The Post of Lecturers have been sanctioned vide G.O.Ms.No.407, Education (IE), dated.5.10.1988 and G.O.Ms.No.253, Education (IE) dt.9.7.1991. Three Lecturers will be drawn from the following areas:

1. Computer Science (A.P.T.S./ N.I.C / Department of Technical Education).
2. Home Science (Garment making/Crèche and Pre-school Management).
3. Electrical/ Mechanical Engineering from Govt. Polytechnics or any other subject specialist in vocational education at +2 stage.

FUNCTIONS

The Lecturers shall assist the Professor in the specific functions performed by the SIVE as listed out in the previous paragraphs under “Professor”.

Help given

The Lecturers receive help from the Professor in the implementation of the vocational programmes.

Accountability

The lecturers are accountable to the Professors in the implementation of the programmes on vocational education.

Targets

The target of the Lecturers will be to implement various schemes and projects given by the S.I.V.E from time to time. The District Vocational Educational Officer will monitor the implementation of the Programmes.

XIV. REGIONAL JOINT DIRECTOR OF INTERMEDIATE EDUCATION (RJDIE)

Origin of the Posts

The posts of RJDIE were sanctioned vide G.O.Ms.No.139, Education (IE) dept, and dt.2.4.1991. There are four offices situated at Rajahmundry, Guntur, Cuddapah and Warangal. The area of operation is noted against the post in the table given below. Till recently the Intermediate Education was being administered by the Regional Joint Director of Higher Education.

Sl.No.	Category	Zones
1	RJDIE, Rajahmundry	I & II
2.	RJDIE, Guntur	III
3.	RJDIE, Cuddapah	IV
4.	RJDIE, Warangal	V & V I

Territorial Jurisdiction

ZONE I	1.Srikakulam	2. Vizianagaram	3.Vishakapatnam	
ZONE II	1. East Godavari	2. West Godavari	3. Krishna	
ZONE III	1. Guntur	2. Prakasham	3. Nellore	
ZONE IV	1. Kurnool	2. Anantapur	3. Chittoor	4.Cuddapah
ZONE V	1. Khammam	2. Warangal	3. Karimnagar	4. Adilabad
ZONE VI	1. Nalgonda	2. Medak	3. Nizamabad	4. Mahabubnagar 5. Ranga Reddy
ZONE VII	Hyderabad	& Secundrabad		

ORGANISATIONAL CHART OF THE OFFICE OF THE REGIONAL JOINT DIRECTOR OF INTERMEDIATE EDUCATION

Sl.No.	Category	No.of Posts
1.	R.J.D.I.E.s	4
2.	Administrative Officers	4
3.	Superintendents	8
4.	Auditors	4
5.	Senior Assistants	16
6.	Junior Assistants	16
7.	Junior Steno	4
8.	Typists	8
9.	Attenders	4
10.	Contingent Staff	4

The Joint Director in the Office of the Commissioner & Director of Intermediate Education will look after Zone – VII, that i.e. twin cities.

FUNCTIONS

ADMINISTRATIVE

1. Appointing Authority

He is the appointing and transferring authority for the posts of Junior Lecturers, Physical Directors, Graduate Librarians and Senior Assistants working in the zones under their jurisdiction. He is competent to prepare the panels to the categories of posts of Junior Lecturers, Physical Directors, Graduate Librarians and Senior Assistants working in his Zone.

2. Sanction of leave

He can sanction all kinds of leave to the Principals except casual leave (the power to sanction casual leave was recently delegated to the D.V.E.Os) of Government Junior Colleges working in his Zone..

3. Disciplinary Authority

As an appointing authority to the category of posts of Junior Lecturers, Physical Directors, Graduate Librarians and Senior Assistants working in his jurisdiction, he is also the disciplinary authority for imposing punishments to the above cadres.

He shall conduct enquiries in case of misappropriations / embezzlements in the institutions under his jurisdiction.

4. Inspecting Authority

He is authorised to inspect D.V.E.Os, and Junior Colleges in his jurisdiction.

5. Sanction of Loans and Advances

He is competent to sanction G.P.F., advances to the Principals of Govt. junior Colleges in his Zone.

6. Financial

1. He communicates the split of budget i.e. .administrative sanction to all colleges in is Zone.
2. He fixes the pay to the staff working in Private aided Junior Colleges in his jurisdiction.
3. he fixes the pay to the Junior Lecturers / P.Ds/Lib. In Junior Colleges.

DELEGATION OF POWERS

Rc.No. A1/24/2000, dated 28-9-2001 Proceedings of the Commissioner and Director of Intermediate Education specifies the following powers delegated to R.J.D.I.Es which are also applicable to the Joint Director(V) who is incharge of Government Junior Colleges in his jurisdiction.

1. Sanction of Casual Leave and permission to leave Headquarters to the D.V.E.O.
2. Sanctions all leaves other than casual leave up to three months to D.V.E.O, Principals, Government Junior Colleges.
3. He is competent to sanction earned leave and half pay leave beyond three months but below six months to the Junior Lecturers and Superintendents in colleges under his Jurisdiction.
4. He initiates Annual Confidential Reports (A.C.R).
5. He countersigns and reviews A.C.R. in respect of Junior Lecturers and Superintendents in colleges under his jurisdiction.
6. He will verify the tour diaries of D.V.E.Os
7. he sanctions increments to all principals/AO/Dy. District Vocational Educational officers under his jurisdiction.

DELEGATION OF FINANCIAL POWERS

- 1) The ceiling limits have been fixed in G.O.Ms.No.389,General Administration.(AR & TI) Department, dated.4.9.96.(please see Annexure)

Help if required

Any help required is extended by the Commissioner & Director of Intermediate Education.

Accountability

Regional Joint Director of Intermediate Education is accountable to the Commissioner & Director of Intermediate Education for general omissions and commissions.

Targets for schemes etc

There will not be any new, time bound intermittent projects to be completed.

ADMINISTRATIVE OFFICERS (4)

Origin of the Posts

The posts of Administrative Officers have been sanctioned vide G.O.Ms.No.139, Education (IE) dated.2.4.91.

FUNCTIONS

He is under the administrative control of the Regional Joint Director and assists him in day-to-day administration of the Office. He is drawing and disbursing officer and he will attest on all orders/entries after sanction of the RJDIE concerned..

XV. DISTRICT VOCATIONAL EDUCATION OFFICER (D.V.E.O)

The DVEO is the Head of the Office of the District Vocational Education Office. He shall report to the Commissioner and Director of Intermediate Education on all administrative matters pertaining to the Junior Colleges. He shall submit papers to the Professor S.I.V.E. on all matters pertaining to vocational education.

Origin of the Posts

The posts were sanctioned vide G.O.Ms.No.162, Education, dt.2.7.90 and G.O.Ms.No.130, Education dated. 28.3.1991. 18 posts have been sanctioned in the state to effectively administer and monitor the programme of implementation of vocationalisation at the District Level.

The D.V.E.Os are also entrusted with other work pertaining to Intermediate Education at district level..

ORGANISATIONAL CHART OF THE OFFICE OF THE DISTRICT VOCATIONAL EDUCATION OFFICES

Sl.No	Category	No. of Posts
1.	D.V.E.Os	18
2.	Deputy D.V.E.Os	18
3.	Superintendents	18
4.	Senior Assistants	18
5.	Junior Assistants	18
6.	Typists	18
7.	Attenders	18

FUNCTIONS

The specific functions to be performed by the DVEOs are given below.

a) Implementation of Central/ State Government directives on Vocational Education at +2 stage in the District.

- i) Implement the orders issued by the Government in respect of vocational education schemes in the District.
- ii) Report to the Director of Intermediate Education, and Secretary, Board of Intermediate Education regarding the state of the vocational education in the District periodically.

b) Inspect the functioning of vocational courses started in Government and Private Colleges in the District.

- i) Check un-authorized opening of vocational courses in the colleges in the District.
- ii) Inspect the functioning of vocational courses in all the colleges with regards to utilisation of grants, maintenance of

academic and administrative standards in the colleges, scrutinise records pertaining to all aspects of functioning of vocational courses.

iii) Report progress of various central and state sponsored schemes of vocational education in the district.

iv) Suggest action to be taken for improvement of quality of vocational education to the Principals and teachers of the college as necessary

c) Function as the convener of the District Vocational Education Committee:

i) Take steps to establish the District Vocational Education Committee in the District.

ii) Convene the meetings of the District Vocational Education Committee of the district periodically.

iii) Report to the Director of Intermediate Education about the decisions of the District Vocational Education Committee.

d) Organise District Vocational Survey in the District and Process the data obtained:

i) Identify personnel to be appointed for conducting district vocational survey.

ii) Train the personnel to conduct the survey.

iii) Schedule the various activities for conducting the survey.

iv) Conduct random checks to verify data.

v) Compile data and process it.

vi) Prepare draft reports of District Vocational Survey and transmit to State Institute of Vocational Education and Directorate of Intermediate Education.

e) Liaise with Government Departments, Public and Private Sector undertakings in the District to promote Vocational Education and Employment of Vocational pass -outs:

i) Send out periodic notes and interact with District Officers of various departments, and industrialists/agencies to promote vocational education in the Districts.

ii) Organise seminars/meetings for the promotion of vocational education at regular intervals.

iii) Obtain information on emerging vocations and vocations losing popularity in the district, development plans of the

District and employment potential for vocational pass -outs in the District.

iv) Take steps to create awareness in the public regarding vocational education.

f) Co-ordinate in the training and placement of vocational pass-outs for apprenticeship:

i) Identify establishments/organisations in the Districts which can provide apprenticeship to the Vocational pass-outs under the apprentices act or otherwise and assess number of training placements that can be secured in each.

ii) Collaborate with Regional Board of Apprenticeship and State Institute of Vocational education to secure quick placement of pass-outs.

iii) Inspect work of vocational guidance teachers in each college.

g) Co-ordinate in collecting educational statistical information:

i) Collect statistical information from all Institutions relevant to vocational education in the District.

ii) Transmit required statistical information to the State Institute of Vocational Education and Directorate of Intermediate Education.

h) Attend to any other work entrusted by the Director of Intermediate Education:

Since there are no other officers for the Intermediate Education available at the District Level, he shall report to the Director of Intermediate Education on all administrative matters.

i) Inspecting Authority

(Vide Rc.No. 495/VC 2-4/97, dated.27.6.1997, Proceedings of the Commissioner and Director of Intermediate Education)

(a) He will conduct regular inspection of all the Junior Colleges in his jurisdiction once in a year.

(b) He will pay surprise visit to the colleges under his jurisdiction

(c) He should inspect all the vocational courses functioning in the Junior Colleges in his jurisdiction once in a year. During the course of inspection he has to keep the following points in view.

- i) Steps taken by the Principals for the enrolment of Admissions in the Vocational Courses.
- ii) Material supplied by the Department and their utility, physical verification and its usefulness.
- iii) Accommodation available, the sheds constructed and their progress and its usefulness etc., to be reported.
- iv) Number of students admitted, course wise.
- v) The availability of staff with their particulars.
- vi) The curriculum covered by the Teaching Staff.
- vii) Outlet available, linkages with the Industries and Apprenticeship Programme etc.,
- viii) Any other work connected with Vocational Course.

DELEGATION OF POWERS

(Rc.No. A1/24/2000, dated 28-9-2001, Proceedings of the Commissioner and Director of Intermediate Education, specifies the powers delegated to the D.V.E.Os).

1. He will initiate and counter sign Annual Confidential Reports of Junior Lecturers of Junior colleges and Superintendents in his jurisdiction.
2. He will initiate the Annual Confidential Reports of Principals of Government Junior Colleges in the jurisdiction.
3. He will sanction all leaves other than Casual leave up to three months for Dy.District Vocational Educational officers/A.O office.
4. He will sanction casual leave and permission to leave headquarters to the Principals of Government Junior Colleges and Superintendents in the institutions under his jurisdiction.
5. As per G.O.Rt. No. 189 HE dated 7-3-92 he is convenor for the Dist. Level purchase committee for purchase of quality equipment by the principal of new started GJCs of 1999-2000 to 2001 - 2002

DELEGATION OF FINANCIAL POWERS

The ceiling limits have been fixed in G.O.Ms.No.148 Fin.& Plg dated 21.10.2000 (Please see annexure).

The D.V.E.O is the convenor of a three-man committee constituted by the Regional Joint Director of Higher Education to purchase furniture from the accumulated special funds in Government Junior Colleges under his jurisdiction.

Help required

Any help required in the implementation of vocational schemes, the District Vocational Educational Officer, shall contact the Professor. He will also get assistance in implementing the conventional scheme of education.

Accountability

He is accountable to the DIE/Regional Joint Director of Intermediate Education in the implementation of conventional education and to the Professor, SIVE in the implementation of vocational education.

XVI. DEPUTY DISTRICT VOCATIONAL EDUCATIONAL OFFICE (Dy.D.V.E.O)

Origin of the Posts

18 posts of Deputy District Vocational Educational Officers in 18 D.V.E.Os have been sanctioned vide G.O.Ms.No.85, Education (IE) dated.6.3.1991.

The Adhoc rules to the post of Deputy D.V.E.Os/A.O were issued in G.O.Ms.No. 46 HE Department dated 1-3-2000 and the posts are filled accordingly.

He is under the administrative control of the D.V.E.O concerned. The Deputy D.V.E.O has to play an important role in the development of vocational education in the District concerned by assisting D.V.E.O in all his functions and performing the duties assigned to him by the C & D.I.E.

XVII. PRINCIPAL

Origin of the posts

Many of the posts of Principals of Junior Colleges were created in the erstwhile Department of Higher Education. G.O.Ms.No.2063, Education, dt.25.8.1969 mentions the scale of posts and the staff pattern in a Junior College, whenever a college was sanctioned. The posts suggested for each college were Principal, one Junior Lecturer each in English, Telugu and Hindi. In case there is a need for a post of Junior Lecturer in Urdu/Sanskrit, they were sanctioned.

Depending upon the workload, one lecturer for Physics and Chemistry (Physical sciences), one for both Botany and Zoology (Biological Sciences), one each for Economics, Commerce, Logic, and one for

History and Geography were sanctioned. Now there are no posts of Junior Lecturers in Physical Sciences and Biological sciences. Posts have been sanctioned for each subject, viz., Physics, Chemistry, Zoology and Botany. The names of the Colleges, the numbers of the G.Os where the posts were sanctioned are given in the Annexure.

ORGANISATIONAL JURISDICTION

The organisational jurisdiction of the Principal is limited to the institution. Primarily the Principal is concerned with the academic and administrative functions in the institution. He is responsible for supervision, execution and administration of the Junior Colleges. The District Vocational Educational Officers and the Regional Joint Directors of Intermediate Education guide the Principals in the execution of work.

The organisation of an institution largely depend on the role of the Principal. The Principal should be a source of inspiration for students and staff in regard to knowledge, character and culture. He should be a true academic leader. He has to act like a non-party secular dignitary and should exhibit absolute impartiality giving no scope for sycophancy. He should consider himself as the first teacher. The Principal is the kingpin and sheet anchor of the college.

The Principal is also responsible for the administrative functioning of the college. Apart from supervising academic and administrative aspects of the institution, he is expected to act like a coordinating point between the institution and different agencies outside the institution.

FUNCTIONS

ACADEMIC

- a) He should be punctual and should come to the college before it begins to work and leave the college after the day's work is over.
- b) He should go on rounds frequently observing the work of the teaching staff.
- c) He should not leave the station without prior permission of the DVEO concerned and without making in charge arrangements.
- d) Arrangements should be made to see that a senior member of the staff looks after the college when the Principal has to leave the Campus on official duty.
- e) The Principal should handle at least 6 periods in a week.
- f) He should be in regular touch with the students and their parents/guardians.
- g) He should adopt measures like arranging institutionalised coaching for the benefit of the academically backward students.

- h) He should see that periodical tests are conducted in all subjects in the college.
- i) The Principal should hold staff meetings at least once in a month, and meetings with subject lecturer's separately and frequently to review the progress and also the proper maintenance of the academic standards.
- j) The Principal should see that the students are fully engaged in curricular and extra-curricular activities.
- k) Private tuitions are banned. Cases of private tuitions must severely be dealt with and confidentially reported to the concerned authority.
- l) He should strictly adhere to the instructions issued in Academic Organiser issued to each college.
- m) Review from time to time all the academic, and co-curricular activities.
- n) Submit all the required reports on time.
- o) Strictly adhere to the departmental parameters with regard to all inspections.
- p) Should maintain good rapport with the District Commissioner ie., District Collector and DVEO in improving the academic standards and infrastructural facilities in the College.

ADMINISTRATIVE

- a) The Principal should finalise the admissions by following reservation criteria and merit of the candidate and also the rules of the Board of Intermediate Education. He should form different admission committees to perform the admissions work.
- b) The Principal should write the Annual Confidential Reports of the staff working under him, as per prescribed norms.
- c) He should maintain personal files of the employees working under him.
- d) The Principal should peruse and check-up the monthly abstract and detailed arrears list put up by the clerk before 5th of every month.
- e) A Service Book should be opened for every Government Servant. soon after his entry into service. It should be kept in the custody of the Head of the office and he should see that all entries are duly made and attested. The Principal, who is the Head of office in junior colleges, should conduct the annual verification of service books in the month of March every year.

FINANCIAL

The Government Colleges receive finances from the following sources:

1. Budget released by the State Government
2. Fees collected from the students

The Principal has to maintain proper accounts of receipts and expenditure of money received from the above sources.

- a) The Principal shall maintain a bank account in one of the local scheduled banks under the designation of the Principal and he shall operate it as and when required. In case of Government Colleges, Principal shall maintain the special fee funds accounts in treasuries under Personal Deposit Account.
- b) The Principal should constitute different special fee committees with staff and students, which shall be responsible for the proper utilisation of the fund.
- c) According to financial rules, the officers who draw money from the treasury will be fully responsible to account and for the proper disbursement of the amounts. The Principal should adopt the system of reconciliation of departmental figures each and every month systematically.
- d) The Principal has to deal with the money transactions by maintaining accounts of receipts and expenditure. The Principal has to draw amounts from the banks or treasuries to meet expenditure on salaries and contingencies for various purposes and it is his duty to maintain the accounts.
- e) The Principal should scrutinise each entry made in the cash book under the receipts and expenditure, and affix his signature along with the date.
- f) The Principal should get the splitting of the budget meant for "Machinery and Equipment", approved by the Regional Joint Director of Intermediate Education.
- g) **Functions relating to students welfare activities:** To encourage the students belonging to weaker sections, the Government has introduced payment of scholarships and other educational concessions. The Principal shall disburse the amounts to the right person to whom the scholarship is sanctioned as per rules.
- h) Various scholarships sanctioned are:
 1. Social Welfare/ Tribal Welfare Scholarships
 2. Scholarships sanctioned by Commissioner and Director of Intermediate Education

DELEGATION OF POWERS

The Principals have full powers as for as the implementation of the teaching schedules given by Board of Intermediate Education. With regards to administrative and financial powers, his powers are communicated from time to time.

DELEGATION OF ADMINISTRATIVE POWERS

Rc.No. A1/24/2000, dated 28-9-2001, the latest Proceedings of the Commissioner and Director of Intermediate Education, specifies the powers delegated to the Principals of Government Junior Colleges.

With regards to Junior Lecturers and Superintendents:

- 1) Sanction of casual leave and permission to leave headquarters.
- 2) Sanction of earned leave up to three months.
- 3) Initiation of Annual Confidential Reports.

DELEGATION OF FINANCIAL POWERS :

The ceiling limits have been fixed in G.O.Ms.No.148 Fin.& Plg dated.21-10-2000 (please see annexure).

ENACTMENT OF RULES

In addition to following A.P. Financial Code, A.P .Treasury Code and other Government orders, the Principal has to particularly follow G.O.Ms.No.593, Education (C) Dept, dt.21.3.1972, which deals with special fee rules for colleges (Government and Aided). Under 209 of Andhra Pradesh Educational Rules, the college may levy special fees from students for the use of library, reading room, or for any other special convenience provided. The actual levy of each special fee item should be so arranged as not to leave any large surplus at the end of each year and the amounts collected should be utilised for the purpose for which they are intended. The special fee deals with all the items of expenditure for the amount collected under special fees. The Principal of a Junior College has to follow the rules given in the G.O. cited.

HELP REQUIRED

The Principal takes guidance in the execution of the work from the following:

1. District Vocational Education Officer (DVEO)
2. Regional Joint Director of Intermediate Education (RJDIE)
3. Commissioner and Director of Intermediate Education (C & DIE)

For many of the routine issues, for which clarifications are sought, the RJDIE provides the required clarification in the gambit of the rules issued from time to time.

ACCOUNTABILITY

The Principal is accountable to the DVEO, RJDIE, and C & DIE in the functioning of the institution.

In spite of the guidance being available many mistakes are found in administration and they may have to be set right. The details are given here under

1. Audit of the Accountant General:

The Accountant General conducts the audit of accounts of the colleges annually and the omissions and commissions noticed by him during the audit of accounts of the institutions are communicated in the audit reports. The compliance report to the defects pointed out by the Accountant General should be furnished within six weeks from date of receipt of the audit report. But, it is observed that even after a lapse of several years only interim replies are submitted which serve no purpose in dropping the audit paras. The Principals should enter the receipt of the audit report as and when received from the Accountant General. They should be reviewed every month and final replies to the audit paras pointed out by the Accountant General should be sent promptly and every effort should be made, to get the audit objections/paras settled early. Wherever recoveries are to be made, action should be initiated, and if ratification orders are to be obtained proposals should be sent to Commissioner and Director of Intermediate Education.

The following registers of audit objections should be maintained to get the audit objections dropped by the Accountant General.

1. Register of Audit Objections
2. Progress report on the clearance of audit objections
3. Details showing pendency of Audit objections
4. Register of Audit reports of Accountant General.

2. Inspection Reports by the DVEO and RJDIE

ACADEMIC:

1. Records relating to academic schedule, coverage of syllabus, diaries and lecture synopses are properly maintained by the staff and there should be systematic scrutiny by the Principals.
2. The syllabus is to be covered as per schedule.
3. Staff council meetings and general staff meetings are to be held in a regular manner.
4. Principals themselves are should also maintain diaries and lecture synopses.

5. Periodical tests are to be conducted and progress reports are to be sent to the parents.
6. Students attendance is to be regular and systematic.

ADMINISTRATIVE

1. Admissions are to be made in accordance with the instructions issued by the Government and the affiliating bodies.
2. Personal registers and all other records are not maintained properly and there is no proper watch over them.
3. Service registers are to be maintained as per instructions and entries are to be made up to date.
4. Communal roster is to be followed properly.
5. Regularisations are to be done on time.
6. Increments are to be given on the due dates.
7. The confidential reports are to be written and submitted on time and they are properly maintained.
8. The scholarships are to be disbursed to the students as and when received promptly.

FINANCIAL

1. D.C.B. statements are to be prepared and submitted to the Director of Intermediate Education every month. Proper watch has to be kept and see the fees due from all students has been remitted by them.
2. Reconciliation of expenditure has to be done with the Treasury figures regularly every month and submitted to Commissioner & Director of Intermediate Education. Reconciliation of receipts is not done.
3. The stationery purchased locally shall not exceed the financial limits of the Principals.
4. Note of arrear claim has to be been recorded against the original entries whenever supplementary claims are made. A note of such drawal has to be recorded in the office copy of the bill against the original entries to avoid double claims.
5. General Provident Fund has to be recovered at the prescribed rates from employees. Similarly, contributions towards Andhra Pradesh Government Life Insurance Fund at the prescribed rate of 4% of basic pay is to be recovered.

6. Cash Book is to be maintained in A.P.T.C. Form.5. The entries in the cash book are to be maintained up to date by the Principals. A certificate to the effect that the cash on hand has been counted has to be recorded in the cash book daily. In the general cash book, abstract of cash balances held in the cash book, U.D.Pay register and permanent advance register, etc., are to be shown and the total cash recording, denomination-wise details are exhibited.
7. Both the keys of the cash chest under double lock system should be kept with one person. One should be kept with the Principal and the other with the office superintendent or senior assistant dealing with cash. The duplicate set of keys have to be deposited with the treasury.
8. Annual statement of immovable property in duplicate has to be obtained from all government servants.
9. Savings shown under various budget heads were to be surrendered during the month of March every year and as such the amounts shall not be lapsed. There are considerable delays in the submission of number statements, revised estimates and budget estimates and the same should be avoided.
10. Trunk call register in the prescribed form is to be maintained and for private trunk calls the charges are regularly collected.
11. Stores including furniture and equipment is to be purchased in accordance with provisions under Articles 122 to 145 of A.P.F.C. Vol.I and the stock register is to be maintained in Form 10 of A.P.F.C. Vol.I. Annual physical verification and disposal of condemned articles are to be done, properly.
12. A register to keep a watch of the receipt of cheque, date-wise and accounting them in the cashbook on the date of receipt has to be opened.
13. Institutions are to maintain loan scholarship register in the absence of which there is no effective control to watch the recovery of loans.
14. Large numbers of books are issued to the staff, many of them are not relating to their subjects of teaching and they are to be recovered for years together.

3. Educational Statistics:

Certain basic information about Colleges is collected from colleges by the Statistical Cell Section of the Office of the Director of Intermediate Education and is furnishing consolidated particulars to Government of India and also to State Government. The information relates to (a) numerical data and (b) financial data.

A. Numerical data : (1) The Numerical data relates to general information on the courses offered, enrolment of students, number of teachers, among these, scheduled castes, scheduled tribes and listed backward classes. (2) Enrolment in general education at different levels offered in colleges.

The figures should be furnished as on 30th September or the last date fixed for admissions, whichever is later.

B. Financial data : The financial data relates to (a) Income Recurring and Non-recurring from different sources – Government, or Governmental agencies, Fees, Endowments and other sources (b) expenditure–recurring on salaries, maintenance, equipment library etc., Non-Recurring on buildings, equipment, furniture, library etc. The information should be for the year ending 31st March every year.

1. The returns are to be furnished by the due dates.
2. The particulars furnished in the Proforma are to be correct and in full shape.
3. The particulars are to be compared with those of the previous year and reasons for variation between the figures of the latest and the previous year are to be furnished.

XVIII. JUNIOR LECTURER

JUNIOR LECTURER (CONVENTIONAL)

Origin of the Posts

As indicated in the earlier paragraphs the posts of Junior Lecturers in colleges have been sanctioned along with other posts in the scale as specified in G.O.Ms.No.2063, Education, dated. 25.5.1969. The names of the colleges, the numbers of G.Os where the posts have been sanctioned along with other posts are given in the Annexure.

Junior Lecturers in the following subjects have been working in various Government / Private Aided Junior Colleges.

Languages:

- | | |
|-------------|-------------|
| 1. English | 7. Persian |
| 2. Telugu | 8. Tamil |
| 3. Hindi | 9. Marathi |
| 4. Sanskrit | 10. Oriya |
| 5. Urdu | 11. Kannada |
| 6. Arabic | 12. French |

Optional Subjects:

- | | |
|----------------|-----------|
| 13. Mathematic | 19. Logic |
|----------------|-----------|

- | | |
|---------------|------------------|
| 14. Physics | 20. Commerce |
| 15. Chemistry | 21. Civics |
| 16. Botany | 22. Public Admn. |
| 17. Zoology | 23. History |
| 18. Economics | |

JUNIOR LECTURERS (VOCATIONAL)

(Part-time and Full-time)

Origin of the Posts

The posts of Full-time Junior Lecturers (2025) and Part-time Junior Lecturers (1680) have been sanctioned to teach vocational subjects in Government Junior Colleges. The following table gives the number of posts and the Numbers of the G.Os in which the posts have been sanctioned.

Sl.No.	Number of posts sanctioned		G.O. No with date
	Full-time	Part-time	
1.	650	325	17, Education (IE), dt.16.1.89
2.	314	314	353, Education (IE) dt.16.11.1989
3.	11	11	326, Education (IE), dt.18.12.90
4.	329	329	85, Education (IE), dt.6.3.91
5.	521	501	383, Education (IE), dt.11.11.1992
6.	200	200	292, Education (IE), dt.5.9.94

The following Junior Lecturers have been working to handle various subjects under vocational education.

1. Junior Lecturer in Commerce
2. Junior Lecturer in Office Assistantship
3. Junior Lecturer in Taxation
4. Junior Lecturer in Engineering
5. Junior Lecturer in Agriculture
6. Junior Lecturer in Veterinary
7. Junior Lecturer in Medicine
8. Junior Lecturer in Pharmacy
9. Junior Lecturer in Home Science
(Commercial Garment Making and Child Psychology)
10. Junior Lecturer in Computer Science

FUNCTIONS OF JUNIOR LECTURERS

The main job of a Junior Lecturer is teaching his subject. He should go to the class thoroughly prepared. He should always update his knowledge in the concerned subject and acquaint himself with the latest trends in his subject.

He must maintain relevant academic records, and produce them for verification before the Head of the Institution when asked for.

The members of the teaching staff must be regular in attendance and punctual. They must be present in the College during the working hours, irrespective of not having classes.

All members of the teaching staff must accept the guidance of the Principal and actively participate in all special programmes, special classes, written exercises, class tests and extra curricular activities drawn up by the Principal.

How the students are engaged outside college hours should also be a matter of genuine interest to the members of the teaching staff.

A junior lecturer should not be absent without the prior permission of the Principal.

The Government bans private tuitions. No Junior Lecturer should undertake private tuition or engage classes in another institutions without permission.

All the members of the teaching staff are to be under the supervision and disciplinary control of the Principal.

All the Junior Lecturers are to be in the college during the workings hours of the college and they should adhere to the instructions issued with regard to workload up to 24 periods per week.

Above all, a junior lecturer should be a model of decency, culture and academic leadership.

XIX. COMPUTER TECHNICIAN

Origin of the Posts

The posts of computer technician have been sanctioned in various G.Os as given in the following table.

Sl.No.	No. of posts	G.O. No. and Date
1.	38	353, Education (IE), 16.11.1989
2.	11	326, Education (IE), 16.12.1990
3.	2	85, Education (IE) 6.3.91

FUNCTIONS

He will teach the subject, Computer Science and Engineering for the Vocational students.

XX. PHYSICAL DIRECTOR

Origin of the posts

The posts of Physical Director have been sanctioned along with other posts in a Junior College whenever it was sanctioned. The details of the G.Os along with the dates are given in the Annexure.

He is a trained person in Physical Education. He will work under the administrative control of the Principal, Junior College.

FUNCTIONS

1. He will impart physical education to the students of Junior Colleges.
2. He will conduct sports, tournaments to the students.
3. He will maintain the playground in the Junior Colleges.
4. He will procure sports material required through the Principal and ensure their proper utility.
5. He is the member secretary of the sports committee constituted by the Principal to utilise the special fee fund (Sports and Games) collected from the students. The sports fund is collected and utilised to encourage the students to participate in various games and sports.
6. He will take all the efforts and see that the students of his Junior College to participate in Inter Collegiate Tournaments.
7. He will help the Principal in the maintenance of discipline in the College.
8. He will attend to any other duty allotted by the Principal for the welfare of the students.

XXI. LIBRARIAN

Origin of the posts

One post of Graduate Librarian has been sanctioned to each Junior College as and when sanctioned. The details of the Colleges and the numbers of the G.Os are given in the Annexure

He is the qualified person in Library Sciences. He will work under the administrative control of the Principal.

FUNCTIONS

1. Responsible for the maintenance of Library in the College.

2. He will arrange the books in the Library in a scientific manner.
3. He will purchase journals, magazines and newspapers and maintain a reading room for the students.
4. He will maintain the stock register of books and journals supplied to the Library
5. He will watch the issue of books and journals to various departments and staff members and watch their return.
6. He will prepare the list of books and journals required for the library under the guidance of Library Committee. He will also consult various departments and obtain list of books and place an order.
7. He will keep open the Library for the students during the hours fixed by the Principal and issue books to the students.
8. He will behave well with the students and the faculty members.
9. He is responsible for the cleanliness and discipline in the Library.

XXII. SUBORDINATE STAFF

OFFICE SUPERINTENDENT (10)

Origin of the posts

The posts of Office Superintendent have been sanctioned only in ten Junior Colleges. He is under the administrative control of the Principal concerned. .

FUNCTIONS

1. The functions of Superintendent are quite similar to that of a superintendent in any office.
2. He will assist the Principal in the preparation of budget and also its utilization in accordance with the rules in force.
3. He will assist the Principal in the collection and utilisation of special fees. He will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.,

SENIOR ASSISTANTS / JUNIOR ASSISTANT / TYPISTS

Origin of the posts

The posts of Senior Assistant/Junior Assistants/Typists have been sanctioned as per the scale laid down in G.O.Ms.No. 2063, Education, dated. 25.8.1969. The names of the colleges and the numbers of the G.Os where the posts have been sanctioned are given in the Annexure along with posts of Principals, Junior Lecturers etc., They are under the administrative control of the Principal concerned.

FUNCTIONS

The functions are not different from what similar cadres perform in other offices. The following functions are specific to Junior Colleges.

1. Collection of special fees and maintenance of cash books, ledgers etc
2. Disbursal of scholarships received from different agencies.

RECORD ASSISTANT/LABORATORY ATTENDERS

Origin of the posts

As stated above..

FUNCTIONS

The functions of Record Assistants are not different from the Record Assistants working in other offices. The functions of Lab. Attenders are specific and are detailed below.

1. He shall keep the Laboratory Clean and tidy.

2. He shall be responsible for dusting of equipment and apparatus and should be done carefully at least once in three days.
3. He shall see that the apparatus is kept at the proper place after use either by the teacher or by the pupil.
4. He shall see that the students do not take away the apparatus or the material from the laboratory.
5. He shall also see that the students do not touch the acids and other dangerous chemicals.
6. He shall arrange the apparatus for conducting experiments.

Help Required

The posts listed from 18 to 22 are under the direct control of the Principals working in Junior Colleges. They get help from the Principal.

Accountability and targets:

The staff are accountable to the Principal in fulfilling the targets fixed to them from time to time..

XXIII. PERIODICALS AND REPORTS TO BE SENT TO VARIOUS OFFICES

Certain basic information about Colleges is collected from the colleges by the Statistical Cell Section of the office of the Director of Intermediate Education and consolidates particulars and forward them to Government of India and also to State Government. The information relates to (a) numerical data and (b) financial data.

Numerical data : (1) The Numerical data relates to General information on the courses offered, enrolment of students, number of teachers among the scheduled castes, scheduled tribes and listed backward classes. (2) Enrolment in General Education at different levels offered in colleges.

The figures should be furnished as on 30th September or the last date fixed for admissions, whichever is later.

Financial data: The financial data relates to (a) Income Recurring and Non-recurring from different sources – Government, or Governmental agencies, Fees, Endowments and other sources (b) expenditure–recurring on salaries, maintenance, equipment library etc., Non-Recurring on buildings, equipment, furniture, library etc. The information should be for the year ending 31st March every year.

The information is collected from the colleges and forwarded to the Commissioner and Director of Intermediate Education, through District Vocational Education Offices. The data is finally forwarded to Government of India.

Number Statements: According to para 16.20.1 of the Andhra Pradesh Budget Manual, the Heads of Departments and the other estimating Officers are required to submit to the Finance Department by 1st August of every year a statement giving particulars of posts in each permanent and temporary establishment (both Gazetted and Non-Gazetted), the sanctioned monthly pay, the special pay, if any, and the fixed allowance attached to the posts and individuals that will be drawn on the 1st April of the following year and number of officers at each rate of pay for whom provision will be made in the Departmental estimates for the following year.

The provisions required under “Pay of Officers” Pay of Establishment “, “Dearness allowance” and other allowances will be scheduled separately under the detailed head “Salaries” in the Budget Estimates for the year also as exhibited in the Budget Estimates for the current year. Therefore, the full years’ and requirements under the above sub-detailed heads should be exhibited in the number statement. The provisions required for meeting the expenditure on educational concessions, medical reimbursement charges etc., should be shown under the sub-detailed head “other allowances “ and the Leave Travel Concession shall be shown under separate head “Leave Travel Concession”, under the detailed head “Salaries”, and the details given separately for each of the above items. Number Statements are received from the colleges by the C & D.I.E. and forwarded to Finance Department, Government of Andhra Pradesh.

Pending File Statement: The weekly disposal statistics pertaining to the files in the Commissioner and Director of Intermediate Education are forwarded to Government of Andhra Pradesh. This information indicates files pending for (a) less than three months (b) more than three months (c) more than one year

Performance Indicators: The performance of students in their examination, their attendance to the College is being monitored and thereby the performance of the J.Ls and the Principals is being assessed every month giving grading to the College by the D.V.E.O and report is being submitted to the Commissioner monthly through the District Collector concerned.

Government have issued orders in G.O.Ms.Ns.68, Higher Education (IE.1) Department, dated 5.9.2002, detailing guidelines for bi-monthly review by District Collectors. The Principals of Govt. Junior Colleges, Aided Junior Colleges and Incentive Junior Colleges submit progress reports to the DVEO / District Collector concerned. Unaided Junior Colleges are not covered by the review as they are not in Grant-in-aid system.

XXIV. FORMS AND REGISTERS TO BE MAINTAINED BY THE COMMISSIONERATE AND THE SUBORDINATE OFFICES

1. The following are some of the important registers to be maintained in all the Government Offices pertaining to cash and accounts.

SL. No	Type of the Register	Number of A.P.T.C. Form
1.	Cash Book	5
2.	U.D. Pay Register	20
3.	U.D. Contingencies Register	20

4.	Permanent Advance Register	89
5.	Contingent Charges Register	7
6.	Acquaintances Roll	88
7.	Treasury Bills Register	70
8.	Stock Register	10
9.	Increment Register	106

2. Other Registers to be maintained

1. Contingent register and contingent bills.
2. Vouchers.
3. Treasury Bills Registers.
4. Acquittance Roll of Menials
5. Acquittance Roll of Establishment.
6. T.A. Bills
7. Register of advance of pay and T.A.
8. Cash books
9. Register of M.O.s received
10. Register of cheques and drafts received

3. Stock and Issue Registers

1. Stock register of furniture.
2. Registers of articles broken, lost or damaged.
3. Register showing the disposal of articles.
4. Register of unserviceable articles
5. Stock and Issue of T.A. and other forms,
6. Stock and Issue of Stationery articles
7. Register showing the disposal of condemned articles.
8. Library Accession Register, Issue Register
9. Register of Periodicals
10. Stock Register of books, maps

4. Service Matters

1. Service Registers.
2. Register of probationers.
3. Scale Register of staff and Menials

5. Miscellaneous

1. Register of Accountant General's Objections.
2. Register of Security Deposits
3. Machine cards
4. Staff Attendance Registers
5. Register to be maintained to give effect to the Roster for reservations.
6. Questionnaire for inspection of the Office of the R.J.D.I.Es.
7. Questionnaire for depth inspection of Government Junior Colleges

XXV. REGISTERS TO BE MAINTAINED IN GOVERNMENT JUNIOR COLLEGES

In addition to the above registers cited in the previous paragraph (1-5) the following additional registers are maintained in the Government Junior Colleges.

1. Counterfoils of the Receipts

The fee receipt books used in a college should be given a serial number and issues should be noted in the stock and issue register. Counterfoils should be carefully preserved for all receipts issued. In the case of cancelled fee receipt the entire receipt should be cancelled, including the counterfoil and preserved in the receipt book. When refund of fees is made under A.P.E.Rs it should be recorded in the original record of collections, i.e., the fee receipt book and its D.F.C.

2. Daily Fee Collection Register (D.F.C)

This register shows the daily collection of tuition and admission fees.

3. Register for Miscellaneous Collections

A register has to be maintained to record all collections that do not fall under the above categories. These amounts also should be remitted to Government or P.D. Accounts depending upon the nature of the fees. Counterfoils of miscellaneous receipts should be preserved.

4. Register of Challans

Whenever money is deposited in the Bank or Treasury it is done through a challan. A register should be maintained for each financial year showing the date of remittance, serial numbers of Challans, purpose of collection, head under which remitted and the amount remitted.

5. D.C.B. Statement Register

Every college must submit a Demand Collection and Balance Statement to the Director of Intermediate Education every month. This statement should contain details of strength in each at the beginning of the month, amount due from the college, amount collected and amount not collected etc. If a student leaves the college on transfer this should be noted so that in the D.C.B. statement for the next month the correct number of students is shown. The main purpose of maintaining this register is to note whether tuition fees and other fees are collected from the students by the college. Non-collection of fees is a loss to the Government and this should be avoided at any cost.

6. Fees concession Register

Students belonging to Scheduled Castes, Scheduled Tribes, and listed Backward classes whose parents' annual income does not exceed Rs.12,000/- are exempted from payment of tuition fees and special fees. For obtaining the above concessions the students have to produce income/caste certificate in the prescribed form from competent authority at the beginning of the year. All fee concessions should be noted in a separate register.

7. Register of Admission and withdrawal

A register in the prescribed form should be maintained. Whenever transfer certificates are issued the serial number in the admission register should be rounded off and T.C. number and date are to be noted in the last column.

8. Attendance Register of students

A central attendance register of students enrolled should be maintained with care and correctness. This register will be the basis for the issue of attendance certificate to the Universities etc.

9. Term Fees Register

A term fee register should be maintained showing therein the names of students on rolls in each class, fee concessions granted, tuition fees and special fees paid in each term etc. From this register the payment of fees due from students should be watched and steps taken to collect the dues from the defaulters.

10. Transfer Certificate

The transfer certificate should be issued in the prescribed form. An amount of Re.1/- should be collected for issuing a Transfer Certificate for a student who applies for T.C. one year after the publication of the results. The result publication date should be taken into consideration for calculating the period.

11. Conduct Certificate

Conduct certificates should be issued in the prescribed form and counterfoils should be maintained in the college.

12. Caution Deposit Register

This is an important register as “caution deposits” are to be refunded. Caution fee collection for laboratory and library use should be entered carefully in P.D. accounts. Wrongful payment or payment without obtaining “no dues certificates ” should be avoided.

XXVI. INTERFACE WITH GENERAL PUBLIC AND OTHER DEPARTMENTS

- 1) The Department of Intermediate Education provides +2 level of education, which is crucial in the career of a student. The students get an option to choose the course of study for example, Engineering, Medicine, Agriculture, Veterinary etc., depending on their performance at the EAMCET and other qualifying examinations. The Department is service-oriented department and liaison with other departments is essential for all the functionaries to play an important role in the development of Intermediate Education.
- 2) The Director and Joint Director are the appointing authorities for the post of Principals and Junior Lecturers in Government and Junior Colleges. The candidates are selected by the A.P. Public Service Commission and hence co-ordination between

C & D.I.E., RJDIE and the Secretary, A.P. Public Service Commission, is very essential.

- 3) The Roads and Building Department maintains all the Office and College Buildings belonging to the Department of Intermediate Education. The Intermediate Education Department is also sanctioned Budget under major and minor works. The department should co-ordinate with R & B Department to utilise the amount so that the infrastructure is improved. The C & D.I.E, RJDIE, DVEO and the Principals of Government Junior Colleges should have understanding with the concerned officers in the R & B Department to get the work executed.
- 4) The Commissioner and Director of Intermediate Education is also the Secretary, Board of Intermediate Education and so co-ordination between both the offices is essential.
- 5) Vocationalisation of courses at +2 level is being organised and by the year 2020, it is envisaged to bring 70% of the +2 level students under Vocationalisation. If the Vocationalisation has to succeed the employability of successful candidates has to be ensured. The Department should liaison with various departments like, Roads and Building, Hospitals, Sugar Industry, Sericulture, Dairying, Automobiles, etc., to help the successful candidates secure employment. In addition, the department has to maintain good relations with big industry and develop School-Industrial linkages to get work experience to vocational pass-outs. The SIVE, DVEOs and the Principals should have better rapport with various departments to make the schemes successful.
- 6) The School Assistants get promoted as Junior Lecturers and the Junior Lecturers as Lecturers. Similarly P.D. of Gr.II in School Education Department are being considered as P.Ds in Govt.Jr.Colleges. Hence the Department has to co-ordinate between School Education Department and also the Collegiate Education Department.
- 7) The District Collector is the Chairman of the District Vocational Education Committees. These committees are constituted for all the 23 Districts to have better co-ordination between various departments at the District Level for School-Industry linkages, placement of Vocational pass-outs and self employment opportunities etc. The DVEOs should liaison with various departments. The District Collectors shall also review the monthly performance reports submitted by the D.V.E.O in respect of all Junior Colleges of the District concerned.
- 8) The Department has to interact well with the Treasuries and Accounts/Finance Department for all the financial matters, namely, sanction of budget and expenditure at all levels.
- 9) The Department particularly the Principal of a Junior College should have better rapport with the M.L.As/M.P.s so that Constituency Funds allotted can be got sanctioned for the development of the institutions.

DEPARTMENT OF INTERMEDIATE EDUCATION
EMPLOYEES CHARTER OF INTERMEDIATE EDUCATION

OBJECTIVES

The purpose of this Charter is to provide better quality and quick service to employees (teaching and non-teaching) of the department.

SERVICE PROVIDED

Sl. No.	Nature of service	Service Delivery Std. Time limit	Remarks
1)	Issue of No objection certificate for obtaining pass port or to go abroad	3 days	
2)	Full Additional Charge Arrangements Principals/RJD/DVEOs	3 days	
3)	Sanction of additional charge allowance	7 days	
4)	Sanction of leaves other than casual leaves	10 days	
5)	Sanction of annual grade increments	8 days	
6)	Approval of fly leaves	10 days	
7)	Release of grants to Private Aided Colleges	15 days	
8)	Approval of promotions in Aided Colleges	12 days	
9)	Pay fixations	15 days	
10)	Approval of correspondent ship of Aided Colleges	7 days	
11)	Sanction of group insurance / family benefit fund	15 days	
12)	Reimbursement of medical expenses	7 days	After receipt of report from DME
13)	Sanction of GPF part final withdrawals for Principals of Govt. Junior Colleges	10 days	

14)	Processing of GPF final withdrawal proposals to AG	8 days	
15)	Compassionate appointments	10 days	
16)	Appointments, Promotions, transfers, FIP/reporting after leave postings	15 days	
17)	Permission to fill up the post in Aided Junior Colleges	15 days	
18)	Forwarding pension proposals to AG	15 days	
19)	Disciplinary cases: a) Which do not involve suspension b) Which involve suspension	100 days 1-2 years	* depending on the nature of case

WHOM TO APPROACH

In case the above schedule is not adhered to, (Sri Ch. Lakshminarayana, Joint Director (Services) may be approached Tel.No.4732475.

REDRESSAL MECHANISM

JD/DD concerned shall personally see that the grievance is redressed on the same day or the next day.

HELPLINE

Our help line Tel.Number is 4732475 and 4655927.

We are committed to constantly revise and improve the services being offered under the charter

Let us join in making this charter a success

WHAT WE EXPECT FROM YOU

Quality education delivery, maintenance of professional ethics etc

**DEPARTMENT OF INTERMEDIATE EDUCATION
STUDENTS' CHARTER OF INTERMEDIATE EDUCATION**

OBJECTIVES

The purpose of this charter is to make the students / parents aware of the services provided by the College to them and to provide quality service to the students of the College.

SERVICE PROVIDED:

Sl. No.	Nature of Service	Service Delivery Std. Time limit	Contact person
1)	Admissions a) Admissions procedures and time frame for admissions b) Grievance redressal	As per the guidelines of BIE Schedule. 3 days	Admissions in charge Name: Phone No.
2)	Facilities and Fee a) The courses, infrastructural facilities, faculty position, counseling and fee structure b) Grievance redressal	As given in the prospectus 7 days	Academic in charge Name: Phone No.
3)	Academic programmes a) No. of working days and No. of teaching hours (theory and practical) taken up for each subject. b) Grievance redressal	As given in the prospectus and as per BIE Schedule 3 days	Department in charge Name: Phone No.
4)	Extra curricular activities: a) Games and Sports facilities b) NCC/NSS c) Literary and cultural activities d) Career guidance programmes e) Guest lectures/extension lecturers f) Grievance redressal	As given in the prospectus 2 days	Lecturer in charge
5)	Issue of certificates for regular students (as per rules and on submission of application in proper form) I. Transfer Certificate. II. Bonafide and conduct certificates III. Migration certificates (if	3-5 days 2-3 days 3 days	Official concerned Name: PRO Phone No. 4603314

	issued at BIE Level) IV. Grievance redressal	2 days	
6)	Scholarships: a) Issue of Cheques b) Grievance redressal	With in 7 days after receipt of the amount from the Treasury 3 days	Official concerned Name: Phone No.

WHOM TO APPROACH

Principal shall be contacted when the grievance is not redressal with in the stipulated time by the first level contact person concerned mentioned in the table above.

PUBLIC PARTICIPATION

It is ensured through College Developmental Committee and Parent Teacher Association meetings at least twice in a year in the Colleges.

HELPLINE:

Individual staff members, Incharges of the Departments and the Principal can be approached by students/parents for any help.

WHAT WE EXPECT FROM YOU

STUDENTS:

- Come regularly and punctually to the College.
- Attend all classes without exception.
- Be sincere and honest in all activities/dealings.
- Participate in curricular/extra curricular with zeal and enthusiasm.
- Appear for all monthly/quarterly/half-yearly/pre-final examinations compulsorily.
- Bestow personal interest in maintenance and use of infrastructural facilities.
- Be courteous and polite to all,
- Use proper methods while seeking grievance redressal

PARENTS:

- Ensure and check the regular attendance of his ward.
- Attend all parent-teachers meeting compulsorily.
- Active participation in developmental activities of the college.
- Immediate response to progress reports/letters
- Alerting the teachers/Principals when situations demand.
- Above all identify themselves with the institution and extend active co-operation/guidance.