



1. “ವಿದ್ಯಾದರ್ಶಃ ವಿಶ್ವಶ್ರೇಯಃ”

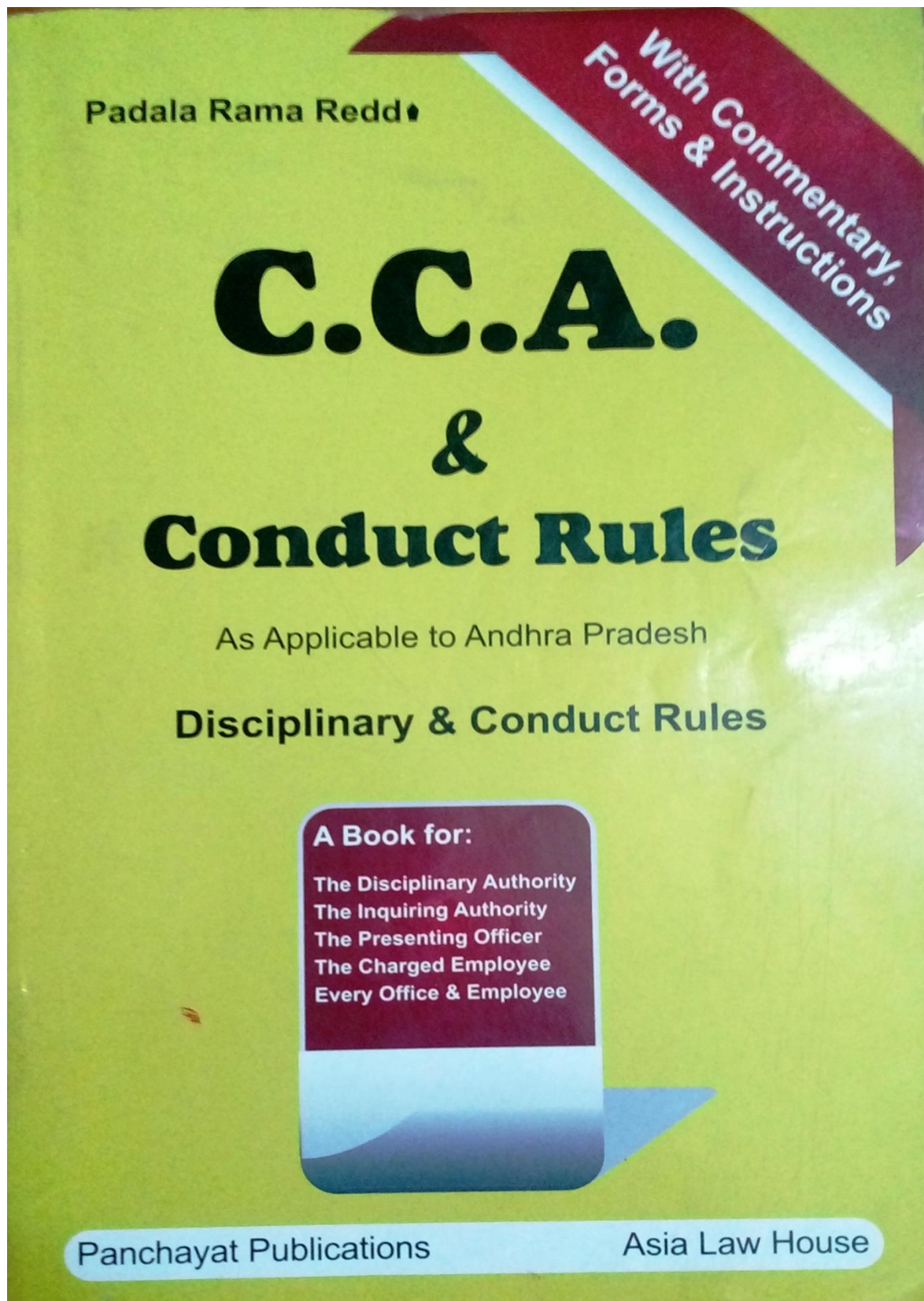
“ವಿದ್ಯಾದರ್ಶಃ ವಿಶ್ವಶ್ರೇಯಃ”

“The ideals of education is to
make universal harmony”

2. “Man Making Education”

-Swami Vivekananda

Code of conduct of the institution for Staff and Students



C.C.A. & Conduct Rules

**(Up-to-date Rules, Case Law, Commentary &
Executive Instructions)**

By

**PADALA RAMA REDDI
PADALA SRINIVASA REDDY**
Advocates

CONTAINS—

1. A.P.C.S. (C.C.A.) Rules, 1991 with Case Law & Instructions
2. Standard Forms prescribed under the CCA Rules
3. A.P.C.S. (Conduct) Rules, 1964 with Case Law & Instructions

2014

PANCHAYAT PUBLICATIONS

ASIA LAW HOUSE

THE ANDHRA PRADESH
LEAVE RULES
(BARE ACT)

COMPILED BY
A. CHAKRADHARA RAO
AND
A.V. RATNAM, B.Sc., B.L.
ADVOCATE

SRINIVASA PUBLICATIONS
KOVVUR - 534 350 - W.G.DT.

**THE ANDHRA PRADESH
LEAVE RULES
(BARE ACT)**

(Amended Upto 1-11-2007)

**COMPILED
BARE ACT**

Publishers :

SRINIVASA PUBLICATIONS

POST BOX No. 7 - PHONE Nos. 231383 & 232222

KOVVUR - 534 350 - (W.G. Dt.)

Rights Reserved]

[Price Rs. 150.

G.O.Ms. No. 680, General Admn. (Services-C), Dept., Dt. 26-9-1979
Published in Andhra Pradesh Gazette
FOR ALLOWING PRIVATE PUBLICATIONS containing harmless
Notes while answering Departments Tests conducted by APPSC

Registered No. HSE—49.

Price : 1.20 Paise



ఆంధ్ర ప్రదేశ్ రాజ పత్రము
THE ANDHRA PRADESH GAZETTE
PUBLISHED BY AUTHORITY

No. 6.]

HYDERABAD, THURSDAY, FEBRUARY 7, 1980.

**Part I—Notifications by Government, Heads of
Departments and other Officers, Etc.**

CONTENTS

NOTIFICATIONS BY GOVERNMENT

	PAGES.		PAGES
EDUCATION DEPARTMENT ..		GENERAL ADMINISTRATION DEPARTMENT—(Contd.)	
NOTIFICATIONS :		(S. C-X.)	
Rules for the grant of Scholarships to the Engineering Cadets undergoing training at the Directorate of Marine Engineering Training, Calcutta ..	153	ADDITIONAL CHARGE : ..	156
Sri Venkateswara University Act, 1954 : Nomination of Members to Academic Council of Sri Venkateswara University, Tirupathi ..	153	(Service-C.)	
Nomination of Members to Senate and Academic Council of Sri Venkateswara University, Tirupathi ..	153-154	NOTIFICATION :	
Jawaharlal Nehru Technological University Act, 1972 : Reconstitution of the Executive Council and reno- mination of non-Official sitting Members by the Chancellor of the Jawaharlal Nehru Technological University, Hyderabad ..	154-155	Amendment to the Andhra Pradesh Departmental Tests Rules ..	156
GENERAL ADMINISTRATION DEPARTMENT		(Special-A.)	
(Accommodation-A.) :		RETIREMENTS, Retirement ..	156
NOTIFICATION :		HOME DEPARTMENT	
Andhra Pradesh Buildings (Lease, Rent and Eviction) Control Act, 1960 :		(Courts-A.)	
Appointment of Sri Mohana Krishnaiah as Rent Controller, Secunderabad ..	155	NOTIFICATIONS :	
(I. & P. R.)		Ad hoc Rules for direct recruitment of District Munsifs ..	156-157
RETIREMENT ..	155	(Courts-B.)	
NOTIFICATIONS :		NOTIFICATIONS :	
Amendments to the Special Rules for the Andhra Pradesh State Information Service ..	155	Code of Criminal Procedure, 1973 :	
(O. P-I.)		Establishment of Special Mobile Courts in districts of East Godavari, West Godavari, Mahabubnagar, and Chittoor exclusively to deal with Offences against Scheduled Castes and Scheduled Tribes ..	157
APPOINTMENT ..	155	Criminal Law (Amendment) Act, 1952 :	
(O. P-II.)		Appointment of Special Judge for Fertiliser Trans- port Cases, Hyderabad ..	157
APPOINTMENTS : ..	155-156	(General-A.)	
(S. C. C.)		NOTIFICATIONS :	
NOTIFICATION :		Indian Christian Marriage Act, 1872 :	
Appointment of Sri M. Guruswamy to Indian Police Service on Probation ..	156	Marriage Licences granted ..	157
		(Police-C.)	
		NOTIFICATIONS	
		Amendments to the Special Rules for Pradesh Police Subordinate Service ..	158
		(Prisons-A.)	
		Appointment ..	158

RULES FOR ADMISSION

1. Application for admission should be made in prescribed form obtained from the college on payment of the required fee in the College Office 10 days after the publication of the results of the qualifying examination.
2. Applications submitted before the publication of the results will not be registered.
3. Incomplete application or those received after the due date are liable to be rejected.

RULES FOR WITHDRAWAL

1. If a student applies for his, T.C. and C.C. within one year from the date of his leaving the College, they will be issued to him free of charge. But a late fee of Rs. 6/- will be collected for the issue of T.C. and C.C. if the student applied for them one year after leaving the College.
2. Students whose names are on rolls can be given a Study Certificate, Date of Birth Certificate, and Provisional, Conduct Certificate on payment of Rs. 2/- (Rupees two) for each certificate.

RULES OF ATTENDANCE

1. Andhra University and University Grants Commission has stipulated that a minimum of 75% of attendance for theory classes and 90% attendance for practical classes should be there to allow any student to write the examination. A minimum attendance of seventy five percent does not mean that the students can absent from classes for the remaining 25% of the classes. All the students shall attend all the classes. Twenty five percent attendance or part there of can be condoned only on valid reasons. A Student must take prior permission from the Head of the Department and the Principal concerned for their

absence on genuine family problems. If any student is found producing fake/fraud medical certificate in support of his absence from class – work, the admission of such candidate will be cancelled and a case will be filed with the police. No student will be permitted to write the examination, if he/she is absent with out any valid reasons.

2. Each student should be in the classes punctually for lecture classes, practicals tutorials and physical education classes.
3. Attendance will be taken for every period and absence during any period in a session will be treated as absence for the whole day.
4. No student shall be absent without leave application addressed to the principal through the lecturer in charge of the Class and submitted in advance in the following form.

1. Name of the Student :
2. Class, Section, Roll No. :
3. Period of Leave :
4. Reason for Leave :
5. Signature of Parent or Guardian :

Recommendation and

Signature of the Lecturer

Student

Signature of the

Class in – Charge.

5. The Lecturer in-Charge can grant leave upto six days, longer periods of leave will be granted by the principal on his recommendation. All the leave letters so granted shall be filed by him. Such leave letters which are previously sanctioned will be considered for recommending application for condonation of shortage of attendance at the time of sending the candidates for the Public Examination and late application will not be considered.
6. Absence at terminal or other Examinations and tests will be punished with detention or expulsion from the college. The report of the same

will be sent to Andhra University / C.C.E. for action. Such Students will not be given any consideration of shortage condonation in case of shortage of Attendance.

7. At the time of sending students for the Public Examination, Certificate of Progress and attendance will be granted by the principal only when the following conditions are satisfied.
 - a. The conduct and progress of the students should be satisfactory.
 - b. The student should put in 75% of attendance in the academic year
 - c. In the case of Science student 90% of attendance is needed for practical classes.
8. Acts involving injury to self or others or coercing, direct or indirect adopted by students such as hunger strike for enforcing their will on the College or the C.C.E. and University, will amount to indiscipline.
9. Girl – Teasing is punishable in terms of the special G.O. concerning that offence.
10. The name of the College shall not be engaged in any public activity without the principal's permission.
11. No class or group of students shall be engaged in any public activity without the PRINCIPAL'S permission.
12. The students who are absent for theory classes will not be allowed for practicals.
13. Cell Phones are not allowed in the campus, class rooms examination halls.

RULES AND REGULATIONS

1. The rules of Autonomous Colleges prescribed by the Andhra University, AKNU and the State Government for maintaining the discipline of the College, are followed and implemented.
2. All the Students should attend the College 15 minutes before commencement of the classes.

3. Attendance will be taken in the classes every period and absence for any period will be treated as absence for whole day. The students should put up at least 75% of attendance for theory classes and 90% of attendance for practical classes out of the working days for the year, to become eligible for appearing for the Semester or Year-wise Examination.
4. Absence from the College for valid or medical reasons will alone be considered.
5. The leave letters of the students should reach the Principal with the recommendation of the class teacher.
6. Students should be present and write all the prescribed Unit / Internal / Semester / House Examinations without fail.
7.
 - A. The Students will not be sent for the Examinations if they fail.
 - i) To satisfy the attendance rules
 - ii) To satisfy the good conduct and good academic record.
 - iii) Full payment of the prescribed fees
 - B. Pattern for Semester Examination
 - i) The syllabus of each paper is divided into Two semesters
 - ii) Each paper has 25% of internal and 75% of semester – end – component
 - iii) During each semester Two Internal Examinations for each paper will be conducted as per schedule.
 - iv) No internal Examination / Semester Exam be conducted separately for the absentees.
 - v) Average of the marks scored in two internal examinations will be taken as the candidates score in the internal examinations. Absentees will be considered who have scored 0 marks.
 - vi) For the II year the minimum pass mark for external examination is 28. Candidate should get a total 35 marks in internal and external examinations put together.
 - vii) For I year the minimum pass mark for external examinations is 30 for I year students (admitted in 2007-2008) the

candidate should get a total of 40 marks in the internal and external put together.

8. No student is allowed to participate in agitations like strikes / hunger / strikes / processions and any anti – Governmental or anti University activities.
9. Eve teasing / Ragging is punishable under law.
10. No meetings should be conducted by the students in the college campus without the permission of the Principal.
11. The name of the College should not be utilized by any student for any public activities.
12. Memoranda – representations or complaints to the Higher Authorities should not be submitted without the comments of the Principal
13. All the students should have their identity cards and produce them to the Principal Librarians, Class teacher, or any official of the college whenever required.
14. All the students should enter the campus from the gate near the cycle stand.
15. Cycles should be kept in the area from the gate to the canteen. They should get down or getup the cycles or scooters at the gate only, when they enter the college or leave the college.
16. Students are not allowed to go round the campus during the working hours.
17. Progress Reports will be sent to parents or guardians of the students.
18. Students should not bring cell phones to the examination hall.
19. The Principal has the over all powers to maintain and implement the disciplinary rules of the College. He has also powers to impose punishments like awarding fine, suspension or expulsion of any student for misconduct.

LIST OF SCHOLARSHIPS AVAILABLE TO ELIGIBLE CANDIDATES

1. Government of India Post – Matric Scholarships to Scheduled Caste Students.
2. Government of India Post – Matric Scholarships to Scheduled Tribes Students.
3. State Govt. Scholarships to Harijan Christians.
4. State Government Scholarships to the listed Backward Classes.
5. Scholarships to the children for Govt. Servants who died while in service.
6. Educational Concessions and Scholarships to the Children of freedom Fighters.
7. General Merit Scholarships Scheme.
8. National Merit Scholarships Scheme.
9. Merit Scholarships for Children of Primary and Secondary School Teachers.
10. National Loan Scholarships
11. Scholarships to Physically handicapped, Blind, Deaf and Dumb students.
12. Scholarships to students of Non Hindi speaking states for post matric studies in Hindi.
13. Scholarships Economically Backward and meritorious students.
14. State Government Scholarships to Minorities (Muslims, Buddhists etc.,)
15. State Government Scholarships to Economically poor community (Kapu, ontari etc., 13 communities)

DISCIPLINARY RULES

1. The principal of the college shall have complete power of the maintenance of discipline of the students of the college. He may frame and issue, from time to time,, disciplinary rules of temporary or permanent character regulating the conduct of the students within the campus or outside the college premises.
2. The Principal shall have power to inflict punishments including fine, suspension or expulsion or rustication.
3. Progress report will be sent periodically to the parents or guardians and their co-operation is sought to eliminate the defects noticed in their wards.
4. The Principal will ordinarily place himself in communication wherever necessary, with parents or guardians of the students who are very backward, who do not show any improvement or whose attendance is very irregular or conduct unsatisfactory. The names of students found incorrigible even after the warnings may be removed from the rolls after intimation to the parents or guardians. The order of the Principal on this matter shall be final.
5. Students of the College going on strike or in any way guilty of serious indiscipline shall immediately forfeit their scholarships, fees concessions etc., and shall become liable for punishments mentioned in clause – 2.
6. Memoranda, petitions or complaints from individuals or any higher authority should be submitted through the principal.
7. The students should present their identity cards to the principals, the librarian, the class teacher or in the office when required.
8. Cell phones should not be used either in the class room or in the college campus.

మొఖ్య విషయములు

1. విద్యార్థులు అందరూ సైకిల్ స్టాండు దగ్గరున్న గేటునుండే లోనికిరావలయును.
2. గేటు దగ్గర నుండి కేంబీన్ వరకు ఉన్న స్థలమునందే విద్యార్థులు సైకిళ్ళు పెట్టుకొనవలయును.
3. ఉదయం 10.00 మొదలౌతుంది. 9.45 కాగానే విద్యార్థులు క్లాసులలో ఉండాలి.
4. ఉదయం 10.00 గంటలకు గేట్లు వేయబడును. మరలా 1.00 నుండి 2.00 గంటల మధ్య గేటు తెరవబడును.
5. విద్యార్థులు గేటు దగ్గర సైకిల్, మోటార్ సైకిల్ మరియు బండ్లు దిగి వెళ్ళవలెను.
6. బయటకు వెళ్ళేటప్పుడు గేటు దగ్గరకు వచ్చిన తరువాత వాహనము ఎక్కి వెళ్ళవలెను.
7. విద్యార్థులకు కేటాయించిన స్థలమునందే సైకిళ్ళు స్కూటర్లు పార్కింగ్ చేయవలెను.
8. కాలేజీకి వచ్చిన విద్యార్థులు గ్రౌండ్ లో అటూ, ఇటూ తిరగకుండా నేరుగా వారి క్లాసులలో కూర్చోవలయును.
9. పార్కింగ్ ఏరియాలో తప్ప మరి ఏ స్థలములోనైనా వాహనాలు నిలిపితే వారిపై కఠిన చర్య తీసుకొనబడును.
10. కాలేజీకి వచ్చు విద్యార్థి తప్పనిసరిగా ఐడెంటిటీ కార్డు తీసుకురావలయును. లేనియెడల కాంపస్ లోనికి వచ్చుటకు అర్హులు కారు.
11. తరగతి గదుల్లో గాని, కాలేజీ గ్రౌండ్ లో గాని సెల్ ఫోన్స్ వాడరాదు.