

O/o The Secretary,  
TTWREIS, Gurukulam,  
Masabtank,  
Hyderabad.

CIRCULAR

Rc.No:C/353671/OSD/RDC/2021

Dt: 05.03.2022

Sub: TTWREIS: RDC: Communicating the Minutes of Meeting with Deputy Secretary, Degree Colleges with Principals of (22) TTWRDCs and special colleges - Certain directions issued - Reg.

Ref: 1. Rc.No:C/TTWREIS/RDC/DEGR/spl/2020, dt:08.02.2022  
2. Note approval of the Secretary, TTWREIS.

With reference to the subject cited, a ZOOM meeting was conducted with Deputy Secretary, Degree Colleges with Principals of (22) TTWRDCs and special colleges on 05-03-2022 at 11.00 AM and discussed on the proposed agenda.

The Minutes of Meeting with the following directions given by the Deputy Secretary, Degree Colleges to the Principals is mentioned below:

1. The Principal and Staff, all have to follow Gurukulam Timings for attending their duties at their respective Institutions and **Movement register** for Principal and Staff should be maintained separately.
2. All the classes must be conducted as per the time table and syllabus to be completed in time.
3. All the Colleges should follow Academic calendar given by Gurukulam without fail. And it Should be communicated to staff and students .
4. The club activities (8 clubs) must be conducted without fail and documentation of the activities to be recorded (Hard & soft copies) and furnished whenever asked for.
5. Principal has no holiday. She/ He has to be there in college/Headquarters every day. Whenever Principal has to leave (Availing any type of leave) the headquarters, She/he has to take permission from RC & the same has to be communicated to Head office. In her/his absence charge can be handed over to Vice Principal /Senior faculty for the leave period (the same should be mentioned in the Principal movement register).
6. Principal should attend college even on holidays and observe the functioning of college.

7. Vice principals must do night study duties; holiday duties & take all the classes as per the workload on par with other DLs.
8. Night study duty time table can be scheduled in such a way that every faculty should get **one-night study** in a week.
9. Holiday duties should be performed from **9 am to 5 pm** on rotation basis.(Based on the no.of sections on 1:3 ratio i.e.,one faculty for3 sections).
10. Night stay duties should be performed by the teaching faculty on working days on rotation (based on the strength with Minimum Two faculty).
11. **Night stay on holidays** should be performed by Librarian/PD /Care taker /Lab Assistant/Computer programmer on rotation basis.
12. Staff who performs night stay duty is allowed to leave college from 1 pm on the next day.(If night stay is performed on Saturday , they can leave on Monday at 1 P M).
13. There is **No Deputy warden post** for RDCs, however one regular faculty on rotation has to monitor the entries in Stock register and Annapurna.(Principal & Mess manager are solely responsible for maintaining the mess.
14. Weekend tests must be conducted every week for all the students in all the subjects (i.e 3 subjects a week) and the marks to be entered in personal marks register (PMR) which has to be signed by the principal every week along with the teaching diary.
15. Other registers such as House attendance register, Club activities registers etc should be signed by the Principal monthly once.
16. Staff meeting with regard to academic issues such as time table, CGC, Syllabus completion, Future learners & any other special programs should be conducted at least once in every month during College Working hours.
17. Allocation of substitution duties, holiday duties, monitoring the regular classes, study duties,examination schedules and related registers should be equally given to all the faculty (Regular & Guest) and to be monitored by the Vice Principal with the notice of Principal.
18. The Career Guidance cell should have
  - 1) Co coordinator (English faculty/ computer faculty)
  - 2) Asst coordinator
  - 3) Members-3-4 i.e., i) Life Science faculty; ii) Commerce faculty; iii) Physical science faculty; iv) Arts faculty.
19. The cell should maintain the Data of Alumni students and should share the information to H.O whenever asked for.

20. The Cell should maintain two separate registers for employability & Higher education students (such as Hall tickets, Marks list etc) and should share the information to H.O whenever asked for.

21. All the job charts circulated so far must be followed scrupulously.

All the above instructions should be followed without any deviation , Principal and staff should maintain cordial relations for the smooth functioning of the Institution and collectively work for achieving the same.

*Levhi*  
*22/3/22*

Deputy Secretary  
(Degree Colleges)

To  
All the Principals of TTWRDCs and Special Colleges,  
Copy to  
JS (Admin),  
All Regional Coordinators,  
Peshi, Additional Secretary,  
Peshi, Secretary.