

MEMO

Rc.No.RDC/DEGR/OTHR/71/2019.

Dated: 23.08.2021.

Sub: TTWREIS-TTWRDC-Delegation of vice principal and other
- duties to regular Lectures /Non teaching staff in TTWRDCs -certain
instructions issued - Regarding.

Ref: Instructions of Secretary, TTWREIS

The attention of the Principals of TTWRDCs is drawn to the subject cited, wherein, certain principals and staff are not aware of Residential System and responsibilities to be executed in degree colleges.

In view of the above Principals of the TTWRDCs (22) in the state are here by instructed to delegate the various incharge duties to all the regular DLs recently appointed in the colleges for effective functioning of the institutions.

Vice Principal: The duty of vice principal should be delegated to the senior most regular DL. He/She is eligible to draw the Vice principal allowance as per the Gurukulam norms. The job responsibilities of Vice principal is enclosed here with.

Mess Manager: Already separate Mess Managers are appointed by the Gurukulam/RCs to look after the Mess Management. However the Principal is here by instructed to monitor and verify every work of the mess manager for smooth functioning of the mess. The job chart of the Mess Manger is enclosed here with for information.

House Parent duties: The House Parent duties must be allotted to all the faculty members. The job chart is enclosed.

Examination branch: A team of the lecturers (Two or Three) must maintain the Examination branch. The Vice Principal of the institution should act as thehead of the examination branch. The examination branch team has to maintain all the examination issues such as weekly tests, internals, practical exams, pre finals etc. All the examination time table records, results with analysis must be maintained by the examination branch under the supervision of the Principal.

Other in charge duties:

(a) The other in charge duties such as NCC, NSS, Sports and Library - subjects - supervision must be allotted to regular DLs only. If the Guest faculty is full time

incharges (Exp: Library, sports etc) in such cases regular DLs must be allotted to supervise and monitor such incharges.

(b) The respective science subject faculty will be incharges for their labs.

c) Besides this, other in charges like Cosmetic, Amenities, Furniture, Electrical etc, should be given to non teaching employees such as Jr. Assistant/ DEO , Record Assistant / Lab Assistant etc.. and such incharge duties must be monitored by the regular lecturers.

Following guidelines should be followed by the incharges :

1. The Incharges are responsible to maintain all the records related to the subject and they must produce the updated records at any time depending on requirement.
2. The incharge duties should be changed among the staff other than science labs for every two yearsso that every staff member will understand the nature of work and responsibilities of every wing.
3. No staff member (Teaching or non teaching) are exempted from incharge duties.
4. The principal is responsible to delegate the incharge duties to the entire faculty uniformly depending on the institutional needs.
5. The incharge names must be displayed in the staff room.
6. If any program or any instructions given by Gurukulam/Principal, such instructions may be delegated to the staff by the principal.
7. The Principal can change the incharge duties among the staff based on the institutional needs.

The Principals are instructed to follow the above instructions scrupulously for the smooth functioning of the institution.

Any deviation in this regard will be viewed seriously.

Sd/-
Secretary
BS
23.8.21
Dy. Secretary (DC)

To All the principals TTWRDCs in the state for necessary action.
Copy to JS, Gurukulam & RCs in the state for information.