

JOB CHART OF A PRINCIPAL

The Principals of these residential colleges are not heads of ordinary educational institutions. But they are heading very special kind of institutions with a duty to develop these institutions as pace setting institutions, by making sustained efforts and made to ensure that:

All prescribed activities in the area of curricular, co-curricular, extra-curricular are implemented fully with all seriousness; and

An environment is created to encourage innovation and specified pace setting activities in the field of education.

S.No	ACTIVITY	TIME ALLOCATED
1	Substitution work	15 minutes
2	Teaching two periods daily	90 minutes
3	Classroom observation(one class daily)	90 minutes
4	Written work scrutiny	60 minutes
5	Rounds to classes(two)	20 minutes
6	Round to kitchen and tasting of food before it is served to students	20 minutes
7	Visit to health clinic before lunch to see the sick students	20 minutes
8	To supervise and observe remedial re-teaching tutorials for slow learners/Study hours	30 minutes
9	Supervision of club activities and homework session	30 minutes
10	Office work	90 minutes
11	Meeting visitors	30 minutes
12	Time available for unforeseen activities	60 minutes

	TOTAL	555 minutes
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Daily

from 5.00 A.M to 7.00 A.M, the Principal should take a round of the dormitory and participate in Yoga or Physical Exercises along with students and take a round of the kitchen to check the breakfast preparation (45 minutes).

Principal, along with all lecturers of the Degree colleges must be present during the assembly. Mikes should be utilized for Assembly. Besides the existing routine, the Principal or any lecturer, on rotation, should speak a few minutes either on the significance of the day or on any topic of current importance or read any poetry etc. as part of the Assembly items and the same signed by him every month (20 minutes).

The Games & Sports activities are taken up in the college from 4.30 p.m. to 6.00 p.m. Principal should actively participate in the activity by playing games regularly at least for half an hour with the students. The Principal should also encourage all other lecturers to play games during the games hours. This is considered essential not only for the physical and mental health of the Principal and lecturers, but it will create a healthy atmosphere in the entire institution. In the games time, the lecturers and students mingle up freely and direct communication is established between the Principals and students. Keeping in view, the fact that our students are coming from weaker section families and are having poor level of confidence, it is of utmost importance that Principal must participate in the games and develop a direct channel of communication with the students. This is the place where, if proper rapport is established between the Principal and the students, the students will immediately approach the Principal without hesitation for any of their problems. Unless this kind of confidence is built, a residential college cannot be managed efficiently.

During night study hours, i.e. from 7.30 p.m. to 9.30 p.m., the presence of the Principal is a must in the institution.

As far as supervision of routine work is concerned i.e. scrutiny of homework, notebooks, assignment books, project reports, slip tests, answer sheets and examination, answer sheets etc., the principal may share this work with the Vice Principal. But such sharing should not be on permanent basis and the Principal should look into the routine work of all classes on rotation.

The Principals have to prepare a homework time table for their colleges i.e. guidelines for giving homework and collection of homework notebooks for scrutiny and return.

On any particular day, if the Principal is prevented physically from performing any or all of the daily activities mentioned above, the Vice Principal should automatically supervise the activities. If Vice Principal and Principal, both are not available, whosoever is in charge of the college, should attend to all the items of work indicated above except classroom teaching and classroom observation.

Attending Teleconference as per schedule.

The Principal should take the assistance of VP in proper functioning of the TTWR institutions in the aspects of academic, administrative, financial as well as the campus management for the classes from I year to III year. In the absence of the Principal, the Vice Principal will attend the duties and responsibilities of the Principal.

ACADEMIC:

To strengthen the teaching and learning process in an effective and efficient manner the following schedule should be implemented.

1. The Principal should take the assistance of VP to prepare an Institutional plan for degree classes.

2. The Principal should take the assistance of VP to monitor the implementation of year plan, by maintaining the syllabus completion register and the same to be signed by him every month.

3. The Principal should be assisted by VP in preparing and monitoring the class time- table and see that all the lecturers follow the given time table without any deviation.

4. The Principal should ensure that all the subject lecturers of all the classes write the lesson plans every week and submit the same through VP every Monday as per Society Instructions.

5. The Principal should see that the substitution duties are allotted for the lecturers on leave.

6. The Principal should take the assistance of VP to observe the classes and also monitor that class notes are corrected by all the subject lecturers regularly .

7. The Principal should plan for the strategy meeting once in fortnight in coordination with the VP and review the academic performance of the classes from I year to III year.

8. The Vice Principal shall be the overall in charge of all the tests and examinations of all the classes and conduct them as per the schedule given by the Society under the guidance of the Principal.

9. After completion of tests and examinations, the Principal should also check randomly the correction of answer scripts of degree students and see that all the lecturers complete the correction work on time and send the marks in SAMS in time.

10. The Principal should play an active role in electing the Senior college Council members to cultivate the habit of leadership qualities among the students from I year to III year, with the help of Vice Principal.

11. The Principal should take the assistance of VP to motivate the students in reporting to the colleges on the day of Re-opening. The same should be strictly monitored.

12. He/She should supervise the club activities with the help of VP.

13. He/She should motivate and encourage the lecturers in taking part in seminars in an innovative way with the help of latest technology and methodologies by taking the assistance of VP.

14. He/She should supervise a separate Parent and Lecturer Meeting with the assistance of VP.

15. Under the programme QUEST, he/she should visit the children's house during the holidays along with VP.

16. He/She should take the initiative of conducting subject-wise seminars by inviting the subject experts from outside with the help of VP.

17. To meet today's challenges and to update the technological skills, She/he should recommend training programmes for lecturers.

18. He/She should maintain the list of the best lecturers, poor performers and a list of the top (10) students after every Test/Examination.

19. He/She should identify the idle receivers and suitable strategy should be maintained by her/him for which a separate record should be maintained.

20. He/She should monitor the duties and responsibilities of VP by giving necessary suggestions from time to time and report should be submitted to the RCO.

RESPONSIBILITIES OF VICE PRINCIPAL

The Senior Vice Principal will assist the Principal in proper functioning of the TTWR institutions in the aspects of academic, administrative, financial as well as in the Campus management for the degree classes from I to III year. In the absence of the Principal the Vice Principal will attend the duties and responsibilities of the Principal.

Vice principal charge should be allotted to the entire faculty on rotation for every two years.

Principal or Vice Principal one should Compulsory be there in the Campus every day.

ACADEMIC:

To strengthen the teaching and learning process in an effective and efficient manner the following schedule should be implemented.

Since Vice Principal is one among the staff members, Morning study, night study, Sunday and other holiday duties are not exemptions for him/her & the workload for VP and teaching faculty is same.

The Vice Principal should prepare an Institutional plan for degree classes.

The Vice Principal should monitor the implementation of year plan, by maintaining the syllabus completion register and also get the same signed by the Principal every month.

The Vice Principal should prepare and monitor the class time-table and see that all the lecturers follow the given time table without any deviation.

The Vice Principal should ensure that all the subject lecturers of all the classes write the lesson plans every week and submit the same to the Principal on every Monday as per Society Instructions.

The Vice Principal should maintain the substitution register under his/her control and allot substitution duties whenever the lecturers are on leave/on duty/absent.

The Vice Principal should plan for the strategy meeting once in fortnight in coordination with the Principal and review the academic performance, club

activities, field works, project works etc.

The Vice Principal shall be the overall in charge of all the tests and examinations conducted in the college as per the university /institution almanac under the guidance of the Principal.

The Vice Principal along with house master should motivate the students in reporting to the colleges on the same day of re-opening.

He/She should motivate and encourage the lecturers to take part in seminars in an innovative way with the help of latest technology and methodologies.

He/She should arrange a separate Parent and lecturer meeting under the supervision of the Principal.

He/She should take the initiative of conducting subject-wise seminars by inviting the subject experts.

He/She should maintain the list of the best students, poor performers and a list of the top (10) students after every Test/Examination.

He/She should take the responsibility of supervising special time table, revision tests and separate register should be maintained.

Lastly, any other activity assigned by the Principal

ADMINISTRATIVE:

The Vice Principal shall act as Member of the Housekeeping Committee which will decide the purchase of electrical items, water supply repairs, etc., and sanitation, furniture, purchase of consumables, stationery, expenditure on special occasions and medical facilities etc. under the chairmanship of the Principal.

The Vice Principal shall also act as member on the Committee constituted for listing out the unserviceable articles and for placing before the Committee for physical verification and certification.

FINANCIAL:

1. The Principal and the Vice Principal will jointly sign the cheques with value above Rs.5000/- as co-signatory.

NOTE: It should be noted by the Principal that by ensuring these responsibilities to the Vice Principal, the Principal is not relieved of these responsibilities. The Principal will continue to be responsible for overall

administration and functioning of the Institution as well as ensuring a cordial academic atmosphere in the institution.

Any other work assigned by the Principal

JOB CHART OF LECTURERS

Every lecturer is expected to attend a minimum of (3) lecture hours per day.

Every lecturer should attend (2) study duties , one club activity & one project work class per week along with P.G coaching & employability classes every week.

Lecturer should come well prepared for the class before teaching ,should be frequently visiting the library& conducting (4) science practical classes per week.

Apart from teaching each lecturer should take up in charge of other duties in our colleges.

Every lecturer should also have duty of house parent to one class .

Lecturer should take CL with prior approval & work adjustments.

Night study (2) duties per week , Sunday and other holiday duties are compulsory as assigned by the principal ,however nursing mothers are exempted from night stay

Since duties on Sundays and Holidays are a part of the duties of Residential College staff, they are not entitled to any compensatory leave for performing such duties.

All lecturers are expected to work as a team and strive to the best of their ability to improve the academic standards in the college.

The lecturer must find the future learners in his subject and should conduct the remedial teaching for them.

Every lecturer should participate in the Quest program .

Any other duty instructed by the Principal.

JOB CHART OF HOUSEMASTER

The House will consist of (maximum) of a section in a class.

Each House will have a lecturer who will be designated as House Parent hereafter. There shall be as many number of houses equivalent to number of sections for all classes in the institution.

The House Parent will also be the class-lecturer. The House Parent duties are part and parcel of Residential Pattern of Education. The House Parent is like a loco parent to all the students in the house taking care of their studies, stay, Health, Hygiene, safety etc., and moulding them as good citizens.

No Lecturer including contract and part time lecturers can refuse the responsibility of a House Parent.

Only lady lecturers should be made the House Parent in WOMEN institutions.

House Parent is also responsible for the discipline of all the students in the house.

The House Parent should appoint a House Student Leader and a House Deputy Student Leader through consensus of his / her house.

The House parent should visit the dormitory every day or whenever he/she is free and the problems noticed should be recorded and inform the Principal with remedial measures to be taken. Medical emergency should be attended and same may be informed to Principal without any delay. Any Hospitalized student is also to be monitored along with Staff Nurse.

The House parent should conduct surprise kit inspections once in a month and maintain detailed inspection report in the House parent register, and submit the same to the Principal. (The Kit inspection shall be done on the same day at the same time in all houses by all House parents in an institution)/

They should take up counselling in general to the students at least once in a week and special counselling separately for the students who are in need by external counselors.

They should keep track of the health of students and organize medical assistance as per the requirement.

They should identify slow learners and gifted students in the House and co-ordinate with other subject lecturers for academic improvement.

The House parent should arrange meeting with the Parents/Students of each House once in a quarter and see that they discuss all aspects of student with the parents. They should keep the parents informed and take their support and co-operation in the development of college. The minutes of the meetings should be recorded in the House Parent register and should submit the same to the Principal.

The House Parent shall be responsible and see that all the students amenities like textbooks, note books, bed sheets, plates and glasses etc., reach to all the students in their house as and when the stock is received.

Principals should review the functioning of each house periodically and in staff meetings and take all necessary measures to strengthen the functioning of this system and record observations in the House Parent register regularly.

The House Parent shall keep the pocket money of the students as custodian and pay back to students as and when needed duly maintaining a ledger.

The House parent shall educate the students not to store eatables in the boxes and consume later as it leads to health hazards. This habit is to be discouraged totally. Parents also are to be educated not to bring eatables when they visit their wards.

The House parent shall see that the students do not use cell phones. For any emergency, they have to use phone facility made available by the House-Parent / Principal. Any unwanted literature/ material found with students are to be collected and handed over to the Principal for disposal.

The House Parent shall see that RAGGING in any form is curbed. All newly admitted students should be given support & strength to avoid becoming a victim of Ragging. These students are to be educated on Prohibition of Ragging Act, which is illegal and attracts criminal / Disciplinary action against those who commit.

Any aberrations/abnormalities noticed in any House are brought to the notice of the Principal and it shall be discussed immediately with a group of lecturers constituted by the Principal to reduce the gravity / intensity / adverse effects of the problem (Such as group quarrelling /conflicts, theft cases, individual

depressions / abnormalities in any sexual behaviour etc.,).

The House parent has to computerize the data / activities of the student and he has to inform the progress of the students in all aspects to the Parents every month. If there is any problem it must be informed to the Parent without any delay under intimation to the Principal.

Any other item of work entrusted by the Secretary / Principal (based on exigencies) should be attended by House parent.

House parents should monitor Physical presence of their house students from time to time along with class lecturers, PDs and PETs and do not allow them to go outside the campus of the institution.

House Parents should observe the feelings and psychological conditions of students closely and take appropriate steps by informing the Principals if any disorder is noticed.

If any unfortunate incidents such as deaths of students occur in an institution action Will be initiated as "CRIMINAL NEGLIGENCE" on the part of concerned Principal, House Parent, PD/PET as a collective responsibility.

Any other duty instructed by the Principal.

JOB CHART OF PHYSICAL DIRECTOR

The Physical Director is the responsible for all round development of the student.

The Physical Director shall be present in the campus from 5.00 a.m. to till the end of academic schedule on the day.

Timings:

Monday to Friday:

5.0 a.m. to 9.30 a.m.

1.00 p.m. to 7.30 p.m.

Saturday: 5.00 a.m. to 9.30 a.m.

2.30 p.m. to 7.30 p.m.

Sunday: 2.30 p.m. to 9.00 p.m.

The physical education department has to prepare annual work plan and monthly activity plan and submit to the Principal. The Principal has to obtain the approval of the DCO/RCO concerned before 30th of June every year for their implementation.

It shall identify the students who are interested in various games and sports by the end of June.

Society will provide funds for purchasing of the material and for organizing events. It is responsible for campus maintenance. It should actively involved in kitchen gardening and Plantation raising in the institution.

PD should leave the campus only after the arrival of the teachers to the classes. They should ensure that all students are present in classrooms after breakfast and dinner.

They should show inspirational and motivational movies / documentaries of famous personalities to the students during their holiday duty.

PDs should see that the campus is green with useful plants and saplings. They should take up cleaning work with the help of the students from 5.00 p.m. to

6.30 p.m. on 1st, 3rd and 4th Saturday of every month under Swatch programme.

Any other duty instructed by the Principal.

DAILY SCHEDULE FOR PHYSICAL DIRECTOR MORNING 5.00 AM TO 10.00 AM

5.00 am to 5.15 am Assembly & Roll call of the students

5.15 am to 6.30 am - Physical fitness training - Jogging and warming up exercises- PD prepare schedule as per the play fields facilities available in their institutions, prepare the coaching schedule by covering the objectives of physical fitness i.e. Endurance, Agility, speed, power and flexibility, prepare special exercises programme to the students in the morning session.

6.30 am to 7.30 AM personal preparation time to the students.

7.30Am to 8.00 am breakfast (the PD should see that the breakfast should be supply hygienic and maintain dining hall neat and tidy.

8.00 Am to 8.45 am Study Hour.

8.45 Am to 9.00 Am Assembly, while conducting assembly the PD should check the uniform and hair style of the students and also follow the instructions issued by the Academic section of this office regarding conduct of morning assembly.

9.00 Am to 10.00 Am reporting to the Principal about absentees and sick students in the morning session.

Lunch Duty 1.00 PM to 2.00 PM. The Principal will allot duties to the subject teacher's on Rotation basis at least two lecturers along with GNM and mess manager to maintain discipline in dining hall.

Evening 4.30 pm to 7.30 pm:

a).4.30 pm to 4.45 pm snack

(The PD maintains the Discipline among the students while distributing the snacks to the students along with house parents.)

b).4.45 pm to pm 4.55 pm Assembly. (The PD should see that all Students attend the evening roll call with prescribed PT uniform.

c).5.00 to 6.00 pm Games & sports activities All the PD Prepare year plan of physical education activities as per the

Available play fields in their institutions and divide the students as per the body types, Asthenic, Athletics, and picnic methods use for dividing students in suitable games and sports activities.

6.00 to 6.10 pm Assembly. (All the students will assemble for National anthem)

6.10 to 6.30 pm personal time & fresh up of the students.

6.30 to 7.30 pm dinner. (The PD shall maintain

Discipline in dining hall during the Dinner and also see that all Students should eat food properly and maintain cleanness in The dining hall. Arrange food/mess leaders during the break Fast, Lunch and dinner times.

B. THE FOLLOWING REGISTERS AND RECORDS TO BE MAINTAINED.

Games & Sports stock register.

Games & Sports Issue registers.

Height and weight record registers (measure the Height and weight of pupils i.e. for every Three Months).

Ground Attendance register for Morning & Evening activities

Case study registers (the PD record the individual's participation in Games and Sports, NCC, Personal behaviour with teachers and students.

Games & Sports Achievement register. (Students participating in Games and Sports activities District, State, National & International level

Skill Test Register - conduct of battery tests to the students from Degree College Students. For every Three Months.

Any other work assigned by the Principal

INSTRUCTIONS TO THE PDs

All the PD maintains the proper uniform during the morning and evening ground activities. i.e. track suits and sports shoes and also keep their bodies physically fit.

The PD should Maintain Head Quarters.

The PD should maintain all Registers, Records and activities in Degree College. the PD coordinate all activities from morning and evening, Dining hall duties, participating students in various tournaments etc.

The PD will be held responsible for maintaining discipline among the students in the Institution.

Encourage the students in individual sports i.e., Athletics, Judo, Wrestling, Shooting, Fencing, Weight lifting etc.

Every weekend morning session conduct mass Yoga & Aerobics to the all students on music by utilizing the PA system i.e. (Friday & Saturday) in the evening conduct march past and recreational games.

PD should plan to conduct intensive coaching to the talented students in games and sports activities for producing them as a state and National & University for the year 2019-20.

Maintain play fields neatly with required markings, if the sufficient water facility available in the Institutions sprinkle the water to the play fields so that avoid injuries and dust allergies to the players

Maintain campus cleaning and green with the coordination of the Principal. Lecturers and other staff members of the Institution.

During inspection the PD should submit the registers and other achievements in games and sports to the inspection authority.

Rotation of the holiday Duties along with the Teaching Staff in the Campus.

Any other work assigned by the Principal

JOB CHART OF LIBRARIAN

Each librarian is required to submit annual work plan to the principal.

He has to prepare weekly album with latest information culled out from periodicals / newspapers. He is entrusted with responsibility of developing writing and reading habits among the students.

He has to organize monthly subject-wise book exhibitions in the school premises. This would increase the students' awareness of the titles of the books available in the institution library.

The librarian must assist the principal in providing career guidance to the students.

The librarian has to prepare a time table in such a way that all classes attend library sessions on rotation basis every Sunday. She/he can claim leave on Monday.

The librarian has to collect & manage books, magazines, news papers, electronic documents in a proper way.

The librarian has to help students in preparing morning assembly activities. viii. The librarian has to attend the supervision study along with the subject teachers as per the schedule.

The librarian should be an active member in Saturday club activities and also in the litter free & green warrior club and must actively participate in the club activities as per the schedule.

Any other duty instructed by the Principal.

ACTIVITIES OF THE LIBRARIAN TO BE IMPLEMENTED THROUGH OUT THE YEAR

Class library: The librarian has to start the class libraries. This should be done by issuing 20 books weekly to library assistants and made them to circulate

among all students in the class throughout the week.

Preparing albums: Encourage students to prepare weekly albums with latest information collected from news papers, magazines etc...

G.K. Hunt: Students have to find important G.K. bits from newspapers and weekly quiz competitions can be conducted.

Reading club: Organize reading clubs to encourage book reading habit among students during their library. The students must read at least 2 books per month.

Famous historical figures (Biographies): Students should be encouraged to read books, biographies of famous personalities by giving weekly theme in club time

Monthly book exhibition: monthly book exhibition must be organized for creating awareness of books available in library.

Awareness & Volunteer activities: Choosing an important social issue, and creating awareness programmes on it on monthly basis.

Celebrating important days of the month: Competitions and activities can be conducted on important days of month.

Career Guidance: He should be one of the members of the HEC and must engage with works of HEC.

Any other work assigned by the Principal

JOB CHART OF MESS MANAGER

The Mess Manager Cum Warden is the in charge of the hostel. He/She should prepare monthly indents and get them approved by the Principal and attend the purchases from Civil Supplies and other Government approved agencies.

He / She has to maintain all the relevant records pertaining to the Hostel and he she is responsible for maintenance of the stocks and accounts.

It is his/her duty to maintain discipline and orderliness in the dining hall with the help of the House Masters 'and Physical Education Teacher / Physical Director.

It is his / her duty to adjust the per-capita expenditure within the provision and submit monthly per-capita statements regularly to the Principal.

At the time of receipt and issue of milk, vegetables and other provisions, he/she must be present along with one or two students and should sign in the registers in token of receipts and issues.

He/She must maintain indent sheets for daily issue to cooks in duplicate duly signed by them.

He/She has to co-operate with the principal and discharge duty entrusted to him / her by the principal for smooth and efficient functioning of the Institution.

He/She must see that nothing is wasted in the dining hall at any time.

He/She should see that the health and hygienic conditions are maintained properly in the kitchen and dining hall

He/She should stay one or two days after the closing day of every vacation and holidays to verify the stocks and to seal the kitchen and storeroom. He/She should also be present one or two days before the re-opening after every vacation and holidays to prepare indents and get the stocks in advance.

He/She should conduct food committee meetings once in a month to take

the suggestions from the committee members in maintaining the hostel.

He/She should arrange one of the staff members as in charges Mess Manager Cum Warden whenever he / she takes leave with the approval of the Principal.

He/She should seek the permission of the principal and the food committee for introduction of any new system or withdrawing any old system in the dining hall.

Leave for kitchen Staff will be granted by the Principal only on the recommendation of the Mess Manager Cum Warden.

He/She shall be present in the dining hall during breakfast, lunch and dinner.

Any other duty instructed by the Principal.

JOB CHART OF GNM/ STAFF NURSE

GNM is the sole in charge of the Wellness Centre which has been set up in the campus in order to monitor the health and hygiene of the students.

GNM should be available during the regular working hours of the institution i.e, from

8.00 am to 1.30 pm. However, the GNM should be available during the study hours as per the duties posted by the Principal/Vice Principal.

GNM should reside close to the institution in order to attend to emergency, if any, and on need basis as directed by the Principal.

GNM should be available in the institution during the holidays as per the duties allotted by the Principal/Vice Principal.

It is the sole responsibility of the GNM to prepare indent for medicines every month and procure through PHC. Medicines which are not available in PHC should be purchased from private sources.

GNM should accompany the sick child to the district hospital for providing her treatment. It is a mandate that the GNM should accompany the students who are sick when admitting them to the hospital.

GNM should ensure that all the needs of the sick students are taken care of and should continuously monitor them.

The GNMs should conduct health education classes every Monday from 4.00 pm to 5.00 pm by coordinating with the Panacea team.

GNM should maintain the stock & issue register of medicines and keep it up-to-date.

Should monitor the health of the students suffering with chronic diseases & keep a track of their health based on the investigation reports for their intake of timely medicines. Should also counsel the parents to ensure that the student gets enough moral support from them.

Should maintain menstrual cycle register provided it is a girls' institution.

GNM need to strive hard for prevention & elimination of scabies & anemia among the children in the institution. In this regard, the GNM should also counsel the students and educate them about the ill effects of various diseases & infections.

GNM should also be able to identify certain behavioral issues based on the psychological changes with due support of the House master concerned.

SIF Note has to be updated every day without fail.

Should call Panacea & submit the daily report to the Panacea Team before 1.00 pm without fail.

GNM also need to check on the quality of the diet being provided to the students as per the diet chart to ensure that the concerned cook is following the menu as per the chart and providing quality food to the students.

GNM should contact Panacea for any health issue.

Any other duty instructed by the Principal.

JOB CHART OF GUEST COMPUTER PROGRAMMER

He should take the classes as per given schedule.

Maintaining Academic Record

a. Teaching Dairy

b. Teaching Notes

Maintaining academic plan for computer subject.

Taking Theory Classes.

Conducting Practicals.

Conducting periodical tests and evaluation.

Preparation of students to face online examinations.

Preparing students for certificate courses Viz., CMC ,Oracle and other

reputed certifications

Maintaining performance reports.

Maintenance of Computer labs.

Installations of required Softwares.

Hardware Maintenance of systems.

Should keep all the systems up to date in regular intervals for all the classes.

Giving the Project works at the end of the year.

Conducting Practical Exams as per the schedule (Not only Theory).

Any other academic work assigned by principal.

Maintaining lab registers.

Students Attendance.

Stock Register.

Software Register

Hardware Maintenance Register.

Furniture Register.

Any other academic work assigned by principal

JOB CHART OF CARE TAKER

Duties and Responsibilities of Caretaker :

He / she should ensure cleanliness and hygiene of the Dormitories, class rooms, Store Room, Kitchen & Dining Hall and toilets.

He / she is responsible for keeping the hostel premises clean and tidy and making proper lighting and drinking water arrangements.

They should have control over Contractors of cleaning, scavenging, and catering.

She / He should invariably stay in the Head Quarters and should not leave the Head-quarter even on holidays, without permission of the Principal. He / She should stay in the residential quarters allotted to him / her. If quarter is not available, he /she should stay nearby the institution.

He / she should invariably be present in the Hostel during the following hours and whenever required in the hostel as called for by the Principal.

i. 5.00 am to 9.00am

ii. 12.30pm to 2.00 pm

iii. 5.30 pm to 9.00pm.

She/He must see that the material issued for cooking is utilized completely. She shall also see that rotten and spoiled items are not used in cooking. She must see that no wastage of food at any time.

He /she should immediately bring to the notice of the Principal any suggestions or complaints made by the students or Mess Committee for further action.

Caretaker has to maintain stock and issue register of the materials issued by the contractor of sweeping and scavenging.

He/She must submit daily report to the A.O/Superintendent for checking and onward submission to principal.

He/she has to form a committee with 2 students from section of 2nd Year to supervise the cleanliness of toilets and usage of sanitary incinerators in proper way under the chairmanship of Caretaker.

Committee should convene a meeting once in a week to discuss and improvise the cleanliness and attend lapses found to rectify with the help of authorities.

Caretaker has to provide best possible diet to the identified children with malnutrition and with the coordination of health supervisor and support of the Principal and Mess Manager.

He/ She has to attend the dormitory and ensure cleanliness and hygiene of houses corridors and toilets.

To allot the rooms to the students as per the guidelines issued by the higher authorities.

He/She must visit to dormitory rooms and hostel for better interaction with the students.

To supervise the working of Office subordinates, catering staff, sweepers and other hostel staffs. Daily report to the Principal on absentees.

To solve the day to day problems of the students.

To deal with the acts of indiscipline of the students.

Reporting the cases of serious indiscipline/ragging to the Principal/Vice-Principal for further action at the College level.

Communicate with the parents/guardians of the inmates regarding indiscipline activity or misbehaviour of the student in the hostel premises.

To cater to the immediate minor requirements in the hostel, dormitories and toilets with the approval of Principal.

To maintain the leave record of the students and to keep a watch on the In and Out register.

To ensure proper maintenance of the hostel rooms, common room, gymnasium hall, toilets, mess and premises.

To ensure proper water supply and drinking water arrangement in the hostel, dormitories and toilets.

To keep a watch so that no unwanted student/person resides in the hostel without the permission.

Maintaining the record of the Guests/visitors.

Daily report to the Principal/AO about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.

To perform all other hostel related work as ordered by Principal/A.O.

In need/urgency, caretaker has to readily take up the duties of Mess Manager to maintain a healthy environment and smooth functioning of College.

He/she has to help the Principal, Mess Manager to maintain the institution peace and harmony at mess and at dormitory with healthy relationship.

Any other work assigned by higher authorities.

Caretaker is hereby instructed to follow the above instructions issued scrupulously & any deviation in this regard will be viewed seriously.

DUTIES AND RESPONSIBILITIES OF JR.ASST:

He/She should maintain the following office records and to update the registers from time to time.

Cash Book.

Ledger.

Pay bill register.

Staff acquittance roll register.

Office charges register.

Tender acquittance register.

Voucher number register.

Contingent register.

T.A & D.A register.

Increment watch register.

Transport Charges register.

Service Registers of all regular employees.

Staff Leave account register.

UD pay register.

Income Tax deduction register.

All other register.

She/He should prepare the salary pay bill of staff by 10th of every month as per the cadre strength of college and get verification done by the Supdt./A.O and submit the same to the Principal for approval.

To enter the salaries pay bill in FAS (Financial Accounting System) web portal by every month basing on the manual pay bill approved by the Principal and RC concerned.

To disburse the salaries to staff members through online as per their eligibility after receipt of funds by the TTWREIS.

She/He must go to bank concerned whenever required as assigned by the Principal/A.O.

She/He should make all entries of transactions and receipts in the cash book by every day and get the approval of Principal concerned once in a week.

She/He should obtain all the expenditure bills if any from Mess Manager/Care taker and other staff members and process for releasing as per the budget availability.

She/He should ensure that Income tax of all staff members and tenderers are remitted with in the stipulated time and also see that e-filing is completed by the CA as per rules in vogue.

She/He should deduct the professional tax deduction amount from the salaries/remunerations of the staff by every month and see that the same amount is remitted to Treasuries Dept. every month without fail.

She/He should work any other work assigned by the Principal/A.O without fail.

Any other work assigned by the Principal

JOB CHART OF LAB. ASSISTANT

- 1) The Lab. Asst. shall work by Weekly planning and execution of class-wise Practicals and Activities in consultation with science Lecturers.
- 2) Guidance for the students to conduct Practicals and activities.
- 3) Maintenance of attendance register of the students attending the Practical work.
- 4) To assist science faculty in Science Exhibition, or any other work related to science projects and activities.
- 5) Procurement of materials/equipment for laboratory as per norms in consultation with respective Science faculty and Head of the Institution.
- 6) Maintenance of consumable and non-consumable registers and register of breakages.
- 7) Maintenance of Laboratory equipments, labeling and arranging equipments and specimens in proper order.
- 8) Maintenance of science charts, maps, models, teaching aids and maintaining teaching aids register used by the Science faculty with the help of Lab. Attendant if any.
- 9) Attending monthly staff meeting.
- 10) Collecting of specimen as suggested by the teachers with the help of Lab. Attendant/Multitasking staff.
- 11) To ensure that laboratories have been provided with adequate safety equipment/s and inform the students about the various precautions to be taken, specially while handling dangerous chemicals and the resultant dangerous reactions.
- 12) To see that the students handled the apparatus and chemicals carefully

and inform the teachers in case any carelessness is noticed on the part of the students while performing the experiments.

13) Facilitate and monitor the students to complete the journals after performing the experiments. However, checking of journals shall be done by the respective faculty. To see that apparatus are washed clean and placed in proper place after the practicals are over.

14) To note any breakage occurred during the conduct of the practicals or otherwise and register the same on the breakage register.

15) In case the science faculty needs any apparatus or chemicals for demonstration in the class room the Laboratory Assistant shall make it available to the faculty and also be responsible to take back the items to the Laboratory.

16) To ensure that Laboratory is kept clean and in orderly manner with proper labels on flasks containing the chemicals, material etc. and make an index of the item which could be pasted on the cupboard etc. with the help of Lab. Attendant / Multitasking staff.

17) In addition to their duties, the Lab. Asst. may be given the following duties.

i) Supervision for theory paper to be excluded in the case. However practical examinations of Science subject duties of supervision are to be included.

ii) Any other duties assigned by the head of the institution in exigency, subject to they are free from lab work.

iii) Any other work assigned by the Principal.