

APPENDIX**2.12.1 I. DUTIES AND RESPONSIBILITIES OF A LECTURER**

The Lecturer is the main pillar on which the system of Collegiate Education rests. Teaching is an important function of the lecturer which should be undertaken with utmost dedication and sincerity. The functions of lecturers are detailed below.

1. The lecturer has the primary duty to disseminate knowledge in his/ her subject to all the students.
2. At the beginning of the academic year, the lecturer in-charge of the department should discuss the syllabus to the members of the department, by convening the meeting of all staff members of the department.
3. Taking into consideration the number of working days and periods available for each subject, a month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.
4. The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbances or due to his/her own absence from the college, the syllabus should be completed by taking extra classes.
5. The lecturer should inform the students regarding the schedule of coverage of syllabus.
6. The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss the matter with the lecturer concerned and plan for the completion of the backlog in the succeeding month.
7. The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities.
8. Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting student centred methods of instruction like group discussions, question-answer session etc.,
9. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students preferably every fortnight.
10. The lecturer should necessarily take the help of audio-visual methods of teaching by using overhead projector, slide projector, charts, etc.
11. He/She should also organise screening of educational films wherever/ whenever possible.
12. The lecturer should maintain the teaching diary in the given proforma. This should be submitted to the Principal, through In-charge of department every month.

13. The lecturer should maintain synopsis of each lesson prepared by him/ her. As far as possible, a copy of the synopsis should be provided to the students. The record of synopsis maintained by the lecturer will be checked by the Principal every month.
14. The lecturer should conduct periodic tests in the subject and motivate the slow-learners to bring them on par with other students in the class. A record of marks obtained at monthly, quarterly and half-yearly test should be maintained in the department. Incentives in the form of prizes may be provided to those who get higher ranks. The progress of the students should be submitted to the Principal through in-charge lecturer, so that a consolidated progress report can be sent to the parents.
15. **Remedial coaching:** Remedial coaching should be arranged for academically backward students, outside the college hours, the UGC grants meant for this purpose can be utilized. The in-charge of the department should plan for remedial coaching and submit it to the Principal, who should plan the finances for the programme. The teaching staff of the department or the bright students of senior classes may be involved in this programme on payment basis. This will be in accordance with the programme of "Earn while you Learn". G.O.No.129Edn. Dt.23-2-1977 provides the rules regarding this programme. (More details are provided at the end of this chapter).
16. The lecturer should participate in Students Counselling Programmes organized by the Principal. He/ she should give necessary counselling to 20 to 30 students allotted to him/her. Guidance should be given on opportunities in the field of Collegiate education and the employment opportunities. As a Counsellor, the lecturer should act as a liaison between college administration and his wards. He/she should enlighten the wards about the facilities available in library, games etc., and orient them to the traditions, rules and regulations of the college.
17. The lecturer working in Science subjects should see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be a perfect co-ordination of theory and practical classes. In practical classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical class should be continued till the end of the specified period.
18. The lecturer should co-operate and participate in all co-curricular and extra-curricular activities in the college.
19. He/she should accept the membership of the Committees to which he/ she is nominated by the Principal and discharge the duties with commitment.
20. The lecturer should attend to all examination duties without fail.
21. The lecturer should assist the Principal in the maintenance of the discipline in the college.
22. He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.

23. The lecturer should also as a community service, conduct such programmes such as useful interface-discussions, etc. involving local experts, and the users for the benefit of the community. The lecturer of the subject concerned can act as moderator.
24. The lecturers should attend to any duty assigned to him/her by the Principal or any other authority.
25. As per the orders of the Government and the concerned University from time to time, they have to adhere to the work load prescribed.
26. The lecturer is accountable to the Principal of the College.

2.12.2 II. LIBRARY AS A LEARNING RESOURCE

Library is the store house of knowledge. The library holdings in terms of titles of books, journals, other learning materials and technology aided learning mechanism, will enable the students to acquire the knowledge and skills required for their study.

A good library should provide the following facilities

- a. Text book section
- b. Reference section
- c. Reading Room
- d. Periodicals section
- e. Journals section and
- f. E- library section with Internet
- g. Reprography (copying)

The Librarian is the convenor of the College Library Committee nominated by the Principal of the college. He is responsible for properly administering the library grants in consultation with the Library Committee. The Committee shall allot funds to the various subject departments of the college.

1. The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for the purchase of reference books.
2. The Librarian will take necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from the publishers and their sole distributors by taking usual discount or from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.

3. The Librarian should maintain an Accession Register.
4. The Librarian should adopt the scientific system of classification and cataloguing of books in the Library and library shall be fully automated
6. The Librarian should maintain a catalogue of the books available in the library. The library fee collected under special fee funds can be utilized for the purpose with the prior approval of the Commissioner/ Director of Collegiate Education.
7. The Librarian should frame the rules and get the approval of the Principal regarding the issue of books, time limit for return of books and number of books to be issued to the students and the staff.
8. The Librarian should ensure that as far as possible, the concerned subject books only be issued to staff and students.
9. The Librarian should fully co-operate with the annual stock verification committee appointed by the Principal.
10. As per the report of the annual stock verification committee, the Librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules.
11. The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers issue registers, stock registers, etc,
12. The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year. For the purpose of the stock verification, it should be seen that all staff and students return to the library all the copies borrowed by them, before the stock verification commences.
13. Fine (to be decided by the Librarian) is to be collected from the students for late return of copies.
14. List of journals and newspapers for library shall be prepared by the Librarian in consultation with the lecturers.
15. Cost of books lost by students or staff is to be recovered from them. Disposal of old magazines is to be done by the Librarian in accordance with the existing rules.
16. The Librarian is accountable to the Principal of the college.

The library shall be kept open atleast one hour before and one hour after the regular College timings for the benefit of students.

A good book is the precious life – blood of a master spirit, embalmed and treasured up in purpose to a life beyond life

2.12.3 III. DEPARTMENT OF PHYSICAL EDUCATION

Physical Education is an integral part of General Education. Through participation in Physical Education activities, an individual develops physically, mentally, socially, emotionally and culturally

"A Healthy mind in A Healthy body"

Games and Sports are an organized and competitive form of play. In olden days sports and games were organized in a highly informal way without formulated rules and regulations. But, today sports hold a prominent place in modern life, because **Sports represent the young power of that Institution or Organization**

Communication regarding the Inter Class, Inter-College and Inter - University Tournaments should be displayed in the department Notice Board, and the college Notice Board.

THE DUTIES AND RESPONSIBILITIES OF A PHYSICAL DIRECTOR

1. He/she ensures the regular functioning of the department by organizing games and sports in college
2. He/she shall be available in the college till sunset on all working days and organise the practice of games available in the college in consultation with the games committee of the college and the Principal
3. He/she as the convener of the games committee of the college organises meetings of the committee at the beginning of year to plan the Physical Education programmes for the year, which is to be reviewed every term.
4. He/she should coach the students, with the correct techniques of various games and sports. Top players shall be kept as captains of the team/college.
5. Expert coaches of different games are invited to guide the students to learn superior techniques. Provision for the honorarium of the coaches may be planned while preparing the Annual Budget.
6. He/she has to conduct coaching camps in the college to train students in various games and sports
7. He/she will plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.
8. He/she is responsible for inculcating general discipline among the players in particular and students of the college in general.
9. He/she should encourage the students to develop sportsman spirit.
10. He/she will prepare the lists of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.

11. For making purchases of games and sports material the Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders, for the supply of material.
12. The Physical Director should follow the prescribed procedures while fixing the conveyance charges, training allowances, refreshments to the competitors taking part in games and sports competitions conducted outside the college.
13. The Physical Director should maintain all records pertaining to the stocks and purchases of the department. The stock registers of consumable and non-consumable material should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.
14. He/she should help the annual stock verification of the department conducted by the committee appointed for the purpose by the Principal.
15. He/she will be Head of the Department of Physical Education in the college and is responsible for maintaining the stocks and accounts of the Department.
16. Physical Director should conduct annual games and sports of the college during the 2nd half of the academic year.
17. He/she should organise the annual games and sports day much before the commencement of annual examination.
18. The Physical Director is accountable to the Principal of the College.
19. While sending the teams to participate in tournaments, the Physical Director has to take care of the following.
 - * The well-trained teams will be sent to participate in the Inter-College tournaments.
 - * The participating teams / players should be provided with proper **uniforms, playing material (sports kit), and refreshment amount and conveyance charges.**
 - * The teams are instructed **to maintain dignity, decency and decorum**, at the venue of the tournaments.
 - * They should participate with a **“will to win”**, respecting the rules and regulations.
20. To improve General Knowledge on Sports and Games, a Sports Quiz may be conducted in the college and prizes be awarded at the Annual Day function.
21. Sports persons of high caliber shall be invited for Sports Day functions to inspire the students.
22. Annual Stock Verification must be completed before 31st March of every Academic Year.

4. He/She should go to the class room thoroughly prepared and maintain all academic records update knowledge and acquaintance with the latest trends in the subject.
5. The lecturers should utilise their leisure time for preparation of the class work or to update their knowledge in the subject.
6. Except giving synopsis of the lecturer they should avoid dictating detailed notes in the class room.
7. He/She must be present during the working hours of the college and if required he/she should also be present in the college until the work assigned is completed.
8. He/She should not smoke, chew pan during the college hours and should not indulge in any act of indiscipline.
9. He/She should always try to command the respect of the student community.
10. The lecturer should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department, without which the alternate arrangement for running the classes is not possible.
11. The lecturer should not engage private tuitions and should not take up any assignment part-time or full time in any other organization.
12. The lecturers working in a college should form a disciplined and purposeful team, subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational frame work. They should help the Principal in maintaining the discipline in the college.

3.16.3 Administrative Officers in Govt. Degree Colleges

The following are duties/ powers delegated to the Administrative Officers working in the Govt. Degree Colleges vide Proc. Rc. No. 116-k1-4/80 dt. 12.3.1981 under the overall supervision and control of the Principal.

1. Responsible for all fee collections and other collections due from students and others.
2. Signing the cash book (General and special) and all subsidiary records relating to them.
3. Cancellation of vouchers.
4. Drawing the salary bills of the Teachers and Non-teaching Staff. (All sanctions to be given by the Principal), Administrative Officers will be drawing and disbursing Officers.
5. Preparation of Admission Registers, Term Fee Registers, C.C.B Statements and all periodical returns.
6. Attestation of entries in Service Registers after sanction by the Principal or other higher authorities.

7. Preparation of Budget estimates, Revised Estimates, Number statements and all matters connected with them.
8. Reconciliation of expenditure with the Treasury figures and reconciliation of pass books with Treasury figures (the Principal will operate the P.D. Account)
9. Sanction of Casual leave, Optional holidays and Compensatory Leave to non-teaching staff below the rank of U.D. Clerks.
10. Attestation of non-teaching staff Attendance Registers daily.
11. In charge of Stationery and Forms, Indents, Issue of Stationery and maintenance of connected records.
12. Routine correspondence not involving policy matters and signing of fair copies
13. The Administrative Officer is accountable to the Principal of the College.
14. Principals should verify cash book and pass books and other important records at least once in a month regularly and sign on them as a token of verification to ensure updating and correctness.

3.16.4 DUTIES AND RESPONSIBILITIES OF SUPERINTENDENTS: ↻

The Superintendent is head of the section/college office and controls the functioning of assistants working under him. The following are the duties and responsibilities of Superintendents working in a college.

1. He/ She should monitor the movement of files going to the Officers/ Principal and coming back from them.
2. He/ She should guide the Officers/ Principal with correct and latest rule position on the subject and assist them in taking correct decision.
3. He/She should assign current numbers to each and every paper received by him/ her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.
4. He/ She should see that the assistants, working under him/ her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.
5. He/ She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed proformas and submit them to the Officers/Principal before 5th of every month.
6. He/ She should offer his/her remarks on the note initiated by assistant, and submit the same to

Officer/Principal.

7. He/She should supervise the remainder files maintained by assistants.
8. The Superintendents working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
9. He/She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.
10. He/She will guide the Principal in the operation of the Government budget, special fee collection and the funds/ grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
11. He/ She will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.,
12. The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He/ She will also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.
13. The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.
14. The Superintendent has to perform any other duties entrusted to him/ her by the Principal/ Supervising Officer.
15. The Superintendent is accountable to the Administrative Officer and the Principal.

3.16.5 DUTIES AND RESPONSIBILITIES OF SENIOR/ JUNIOR ASSISTANTS

1. The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.
2. After receiving tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
3. While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.
4. All details of the new currents be clearly entered in the P.R. in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
5. The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The

- currents on the subject are maintained in current file. The note file and current file are always together in the same file pad.
6. The assistant should maintain a 'Remainder Diary' in prescribed proforma. Month wise record reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders the day and issue them promptly and enter the same in the reminder dairy.
 7. The assistant should also maintain the register of court cases and register of disciplinary cases in given proforma.
 8. The assistant should bring forward all undisposed files to the current years personal file on the 1 April every year.
 9. When the file is disposed of finally the assistant should send it to record room by rounding off current number in P.R with red ink. The type of disposal be noted on the file before sending to stock.
 10. The assistant should dispose off the file with in three working days of its receipt by him/her.
 11. The Senior and Junior Assistants are accountable to the Superintendent of the office.

3.16.6 RULES OF CONDUCT AND DISCIPLINE FOR STUDENTS:

- Rules of conduct and discipline for students in a college should be framed by the college keeping in view the instructions and guidelines received from the Government and the Affiliating body.
- All such rules should be printed in the college handbook to facilitate perusal by the students.
- The code of discipline for students should be comprehensive and should include matters like attendance, punctuality, respect for staff members, cordial relations with fellow students, maintenance of peace on the campus, proper use of college property like furniture, scientific equipment, library books, games material etc.
- It should be clearly stated in the rules that offences like eve-teasing, misbehavior towards the staff and damage to college property will attract severe punishment.
- A discipline committee should be constituted in the college to enforce the rules of discipline. The Committee should deal with all problems of discipline in the college and advise the Principal. If the discipline committee should consist of a few staff members and also some students nominated by the Principal. The office bearers of the students union may also be considered for nomination.
- As per G.O.Ms.No. 154, dated 17-1-1964 action can be taken against students who indulge in eve-teasing or similar activity prohibited on the college premises.
- As maintenance of discipline is of utmost importance, the Principal should take all necessary steps

to promote discipline among the students not only through the disciplinary approach but also through the day-in and day-out persuasion. Great care should be taken in following the procedure when punishment is awarded. This will avoid future litigation and complications.

- Before any student is punished for any act of indiscipline, the Principal should:
 1. Order an enquiry to be conducted by at least three staff members,
 2. Issue a show cause notice to the student and parent or guardian,
 3. Obtain the explanation, if possible and place the matter before the staff council for advice.
- After following the procedure and fulfilling the prerequisites the Principal may impose suitable punishment under intimation to the Commissioner of Collegiate Education.
- It may be noted that in all cases of imposing punishment on students for acts of indiscipline, the Principal should observe the prescribed procedure carefully.