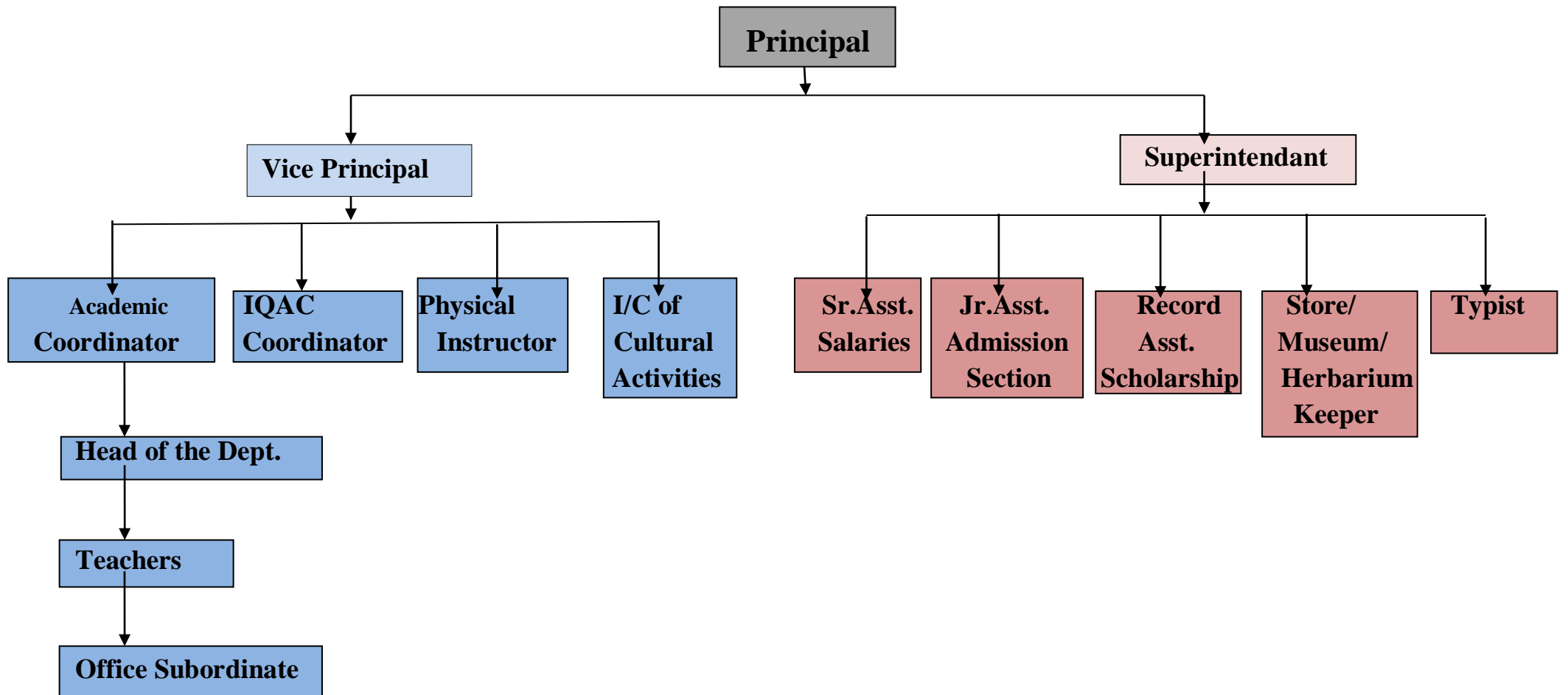




**Dr. BRR GOVERNMENT DEGREE COLLEGE
JADCHERLA – 509 301**

(Accredited with B⁺⁺ by NAAC)

Dr.CH.Appiya Chinnamma, M.Sc.,P.G.D.S., Ph.D.
Principal



1. The college has well organized de-centralization and participation in the Institutional Governance. The organogram of institution indicates the Principal as Apex authority, under the Principal, Vice-Principal, will take up routine, academic and administrative activities as suggested by the Principal.
2. **Academic Coordinator:** Monitor the Academic activities, conducts the Internal Exams, conduct External Examinations as per the University Schedule, and prepare institutional class work, time tables by discussion with teachers.
3. **IQAC coordinator:** Coordinates the dissemination of knowledge on various parameters of Higher Education. Coordinates Quality related activities in the HEI. Coordinates documentation of various activities leading to quality improvement. Coordinates in preparation of AQARs to be submitted to NAAC within time. Coordinates timely execution of decision of IQAC.
4. **Physical Instructor:**
 - a. Trains the students in games and sports
 - b. Supports the development and delivery of fitness programmes and ensures the safety of participants during sessions.
 - c. Motivates the students in participating in games and sports competitions.
 - d. Offers special coaching to the talented students.
 - e. The selected candidates are promoted to higher level competitions such as District/University/State/National level Competitions
5. **Cultural Coordinator:**
 - a. Plans, Organises and coordinates the cultural events
 - b. Identifies the talented students and trains them to improve their performance.

- c. Manage the records of events/gather/compile and analyse the reports.
- d. Procure costumes, instruments related to cultural activities.
- e. Guides and participates in various tribal, cultural, public event activities.

6. In-charge of the Department:

- a. Supervises the Academic Activities of the Department
 - b. Conducts departmental review meetings
 - c. Reviews the syllabus coverage
 - d. Prepares Departmental Action Plan/time table
 - e. Chalk out the curricular and Co-Curricular activities to be conducted in the academic year.
 - f. Procures Lab materials, equipment or required materials.
5. Teaching and non-teaching departments will take up their specific activities.

Departmental Non-Teaching Staff: Help and support in organising practical classes and other departmental, Curricular/Co-Curricular activities.

Office Superintendent: Monitors and supervises office related activities such as preparation of salary bills, scholarships, admissions, fee collection, RTI, Audit.

Senior Assistant:

- Prepares proceedings related to sanctions of administrative and financial matters.
- Prepares salary bills, bills of the employees and submit to treasury
- Prepares and submit scholarship applications of the eligible students.

Junior Assistant:

- Deals admission section, collects fee from students.
- Issues certificates to students.

Typist: Receives communication from higher authorities and maintains e- office.

Record Assistant:

- Maintains records of Inwards and Outwards related letters.
- Disposal of letters to concern sections
- Maintains records of office and provides necessary records whenever needed.

Office Subordinate: Assists the office related activities.

6. The teacher’s nomenclature is Assistant Professor and Associate Professor

7. The responsibilities of various positions are mentioned here under.

TITLE: PRINCIPAL ROLE AND RESPONSIBILITY	
Principal	Responsibilities
<ul style="list-style-type: none"> ✓ PG with 55% ✓ Ph.D. in relevant subject ✓ 15 years of teaching Experience ✓ Must clear Accounts Test 	<p>The Principal is the academic and administrative leader of the college. He will plan and supervise the execution of annual academic plans, co- curricular and extra- curricular activities, in consultation with the staff of the college. He will strive for the overall development of the college.</p> <p>I. Administrative functions:</p> <ul style="list-style-type: none"> ❖ Sanction Casual Leave to Teaching Staff and Non-Teaching Staff. ❖ Sanction increments to the teaching and nonteaching staff. ❖ Constitutes different committees for smooth functioning of the college. <p>II. Financial Functions (Powers):</p> <ul style="list-style-type: none"> ❖ Temporary Advance from GPF: Sanction GPF to Teaching Staff and Non-Teaching Staff. ❖ Reimbursement of tuition fee. ❖ To conduct Annual review of stocks and other assets of the institution as on 31st March every year. ❖ Medical reimbursement: To sanction medical reimbursement to teaching, non-teaching and retired employees. ❖ Distribution of Budget allotments to various departments of the college. ❖ Utilization of current Special fee/PD funds ❖ DDO-Drawing and Disbursement of Salary to the staff. ❖ Monthly reconciliation of all plan and non-plan expenditure with treasury figures. ❖ Preparation of UGC plan proposal for a plan period.

	<p>III. Academic Functions (Powers):</p> <ul style="list-style-type: none"> ❖ Supervision over students and maintenance of discipline in the college. ❖ Issue of conduct certificates to the outgoing students
--	---

TITLE: ASSISTANT PROFESSORS ROLE AND RESPONSIBILITY

<ul style="list-style-type: none"> ➤ PG in concern subject with 55% ➤ NET/SET/Ph.D compulsory 	<p>Responsibility</p> <ol style="list-style-type: none"> (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 distribute syllabus to the members of the department, by convening the members of all staff members in the department. (3) Taking into consideration the number of working days and periods available for each subject, the 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 disturbance or due to his/her own absence in 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 with the lecturer concerned and plan for 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. Along with lecturer method, the lecturer should also motivate the students and enlighten the process of learning by adopting student centered method of instruction like group discussion, question answer session etc. (8) To achieve the best result, it is necessary for the lecturer to give regular assignments to the students preferably every fortnight. The lecturer should necessarily take the help of audio – visual methods of teaching by using projector, e-class rooms and virtual classes etc. (9) The lecturer should necessarily take the help of audio – visual
---	--

	<p>methods of teaching by using projector, e-class rooms and virtual classes etc.</p> <p>(10) He/she should also organize screening of educational films wherever/whenever possible.</p> <p>(11) The lecturer should maintain the teaching diary in the given proforma. This should be submitted to the Principal, through In-charge of the department every month.</p> <p>(12) The lecturer should maintain synopsis of each lesson prepared by him/her. As far as possible, a copy of the synopsis maintained by the lecturer will be checked by the Principal every month.</p> <p>(13) 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 the monthly, quarterly and half yearly level should be maintained in the department. Incentives in the form of prizes may be provided to those who get higher rank. The progress of students should be submitted to the Principal through in-charge lecturer, so that a consolidated progress report can be sent to the parents.</p> <p>(14) The Lecturer should participate in Students Counselling Programmers 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 as a Counsellor, and 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 traditional, rules and regulations of the college.</p> <p>(15) The lecturer working in science subject see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be perfect co-ordination of theory and practical classes. In practice classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical class should continue till the end of the specific period.</p> <p>(16) The lecturer should cooperate and participate in all curricular and extra- curricular activities in the college.</p> <p>(17) He/she should accept the membership of the Committees to which he/she is nominated by the Principal and discharge the duties with commitment.</p> <p>(18) The lecturer should attend to all examination duties without fail.</p> <p>(19) The lecturer should assist the Principal in the maintenance of the</p>
--	---

	<p>discipline in the college.</p> <p>(20) He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.</p> <p>(21) The lecturer should also as a community service, conduct such programmes such as useful seminars, interface-discussions etc., involving local experts, and the use for the benefit of the community. The lecturer of the subject concerned can act as moderator.</p> <p>(22) As per the orders of the Government and the University from time to time, the Assistant Professors have to adhere to the workload and prescribed.</p>
--	--

8. The senior teaching staff of concerned subject will act as the in-charge of concerned department. The staff council is the Apex Committee consisting of Principal as chairperson and in charges as the members. Staff council meetings are scheduled once in every month.
9. Resolutions related to academic and financial matters are made by the council.
10. The council constitutes various committees for effective governance through decentralization by forming committees.
11. General staff meetings are conducted. Various issues are discussed and the proposals made in this meeting are placed in the staff council meeting.
12. The proposals are discussed in the staff council meeting and necessary action and financial concurrence needed is approved.
13. **College Administration Information Management System (CAIMS):** All government degree colleges administrative issues are maintained through College Administration and Information Management System It is a centralized online portal for Admission management, Student information, Certificates like Bonafide study certificate, Transfer certificate of students, college level cashbook Academic audit etc. Staff can maintain their digital dairies through CAIMS. CAIMS is initiated in all government degree colleges in 2019. Every institution, individual staff members will use this online portal through their respective logins.