



Quality manual for ISO Certification

To be submitted to
CCE TS



Submitted by
Principal

TARA GOVERNMENT COLLEGE SANGAREDDY (A)

(Re-Accredited 'B' by NAAC)

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ISO 9001:2015 - Quality Management System GENERAL

Name and Address of the Institution:	Tara Government College, Sangareddy, Sangareddy district -50001- Telanagana
Title	Quality Management System Manual
Reference	ISO 9001:2015 – Quality Management System
Scope of Certification	Providing Quality Educational service to Undergraduate Degree in Arts, Commerce and Science courses



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PRINCIPAL ROLE AND RESPONSIBILITY

Qualification:

- PG with 55%
- Ph.D. in relevant subject
- 15 years of teaching experience
- Must clear Accounts Test

Responsibilities

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.

Administrative functions:

- 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.

Financial Functions (Powers):

- Temporary Advance from GPF: - Sanction T.A. from 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 Gazetted Officers and Non Gazetted Officers.
- Distribution of Budget allotments: - To distributes Budget allotments to various departments of the college.
- Utilisation of Special fee/ PD Funds:- To sanction expenditure and purchase of the Principal,
- DDO – Drawing and Disbursement of Salary to the staff.
- Reconciliation of Expenditure: - Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.
- Preparation of UGC Plan Proposal for a plan period.

Academic Functions (Powers):-



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- Supervision over students and maintenance of discipline in the college. Issue of TC and Conduct Certificate to the outgoing students

VICE PRINCIPAL ROLE AND RESPONSIBILITY

Qualification: Senior faculty

Responsibility

- (1) This is a non-cadre post with no additional remuneration and administrative & financial powers of delegation.
- (2) The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the absence of Principal.
- (3) The appointment authority is the Principal of concerned college.



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CONTROLLER OF EXAMINATIONS

1. Responsibility

- (1) Course Registration by the students.
- (2) Handling requests by the students for course/subject change
- (3) Preparation of schedule/date-sheet of Examinations for Internal examinations
- (4) Conduct of End Semester examinations.
- (5) Appointment of Paper-setters, Examiners, Tabulators, Scrutinizers for all the examinations and conduct of various exams
- (6) Receive Question Papers from Paper Setters.

2. Conduct of Examination

- (1) Arrangement for Vigilance Squads for visiting halls
- (2) Visit various examinations halls
- (3) Arrangement for collecting the answer books from the various examination halls
- (4) Receive the report of the unfair means cases reported by the Superintendent from the examination halls.

3. Post Examination work

- (1) Carry out the work of assessment of answer books by the examiners in Central Evaluation Centre and collect the award sheets submitted by them there itself for onward transmission to Result Section. Receive the Award sheets of Practical/Project examinations from the concerned department.
- 2 Feed the awards/grades into the Results Processing System.
- 3 Generate tabulations sheets and get verified by the tabulators.
- 4 Generate moderation sheets and moderate the results as recommended by the committee.
- 5 Declare the results of various examinations and uploading on college website.
- 6 Make the arrangement for distribution of degrees.
- 7 Make arrangement for the answer books received from the Central Evaluation center and preserve the record of examination.
- 8 Deal with the cases of Unfair means, lapses on the part of the students.
- 9 Generate and print mark sheets of declared results and handover to the respective sections.
- 10 Issue Duplicate mark sheet required if any, Prepare and declare consolidate result of the candidates who fulfil the requirements for the award of degree.
- 11 Print and generate consolidated mark sheets. Process bill related to examination activities.



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NCC

Qualification: Senior faculty

Responsibilities:-

- NCC officer takes all necessary precautions while enrolling the cadets.
- NCC officer has to see whether all the cadets are participating in the camps or not.
- NCC Officer has to perform the duties as per the directions given by the Principal from time to time.
- NCC Officer has to conduct NCC activities at Institution level in co-ordination with the Commanding Officer of NCC unit.
- NCC Officer has to conduct NCC days, supervise parades on the occasion of Independence Day, Republic day and other functions with the NCC Cadets.
- NCC officer encourages the cadets to participate in prestigious camps like Thal sainik camp and Republic day camps.
- NCC Officer should provide security services through NCC Cadets whenever programmes are conducted at the institution.
- NCC Officer should encourage / prepare the students to attend NCC Camps and also to participate in the examinations conducted like 'B', 'C' certificates which will ensure them seat during admissions into Higher Education and to get into police or defence services.
- NCC officer should maintain all the registers and should maintain the NCC room in a way to motivate the cadets.
- NCC Officer should encourage the students to work in co-ordination with local police whenever they are asked to assist during any government functions/processions/ elections etc.
- NCC Officer should encourage the students to participate in rehabilitation programmes during floods, earth quakes, any other natural calamities.
- **NCC officer should display all the charts and photographs on the walls of the NCC room.**



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NSS

Responsibilities:-

The Programme Officer is expected to motivate student youth to understand the values and philosophy of NSS. The overall functions of Programme Officer are to help the students to plan, implement and evaluate the activities of NSS under his/her charge and give proper guidance and directions to the student volunteers.

To discharge his/her obligations under NSS Programme the Programme Officer plays the role of an organiser, an educator, a coordinator, a supervisor, an administrator, and public relation officer to improve the quality and magnitude of NSS programme in his/her institution. His/her functions can be stated as under :-

(a) As an Organizer

- To utilize the scheme to the students and other members of the college community and create awareness about the scheme;
- To Motivate, recruit and select students for NSS activities;
- To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies; and
- To select service projects on the basis of utility a feasibility.
- Organize NSS winter camp every year

(b) As an Educator

- To make the students to take part in NIC camp
- Motivate the student to part in RD camps
- To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme;
- To promote community education through meetings, talks, news bulletins discussions etc.; and
- To help in formulating NSS programmes which will have direct relationship with the academic curricula.



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(c) As a Coordinator

- To coordinate NSS activities in accordance with the students' ability and community demands.
- To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the scheme; and
- To coordinate various external resources available in the forms of government services; welfare agencies and voluntary bodies for the success of the NSS programme.

(d) As a Supervisor

- To assist students to learn how to do their jobs. His/her supervisory and consultative skills should enable students to set realistic goals and see problems as challenge and take appropriate steps to solve them.
- To assist in evaluation and follow-up work.

(e) As an Administrator

- To keep the Principal, College Advisory Committee and the Programme Coordinator of the University informed of the activities of the unit;
- To run day-to-day administration of the programme;
- To attend correspondence regularly;
- To maintain record of students participation and activities undertaken;
- To prepare progress report periodically for submission to college/school and university;
- To keep accounts and stock in the prescribed forms; and
- To prepare annual calendar of activities to be undertaken.

(f) As a Public Relation Person

To inform the community about the scheme through press reports, pamphlets, seminars and speaker's forums.



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IQAC

Responsibilities:

- (1) Documental preparation for quality identification and improvement
- (2) Conducting training sessions for quality important and uplift of installed quality systems
- (3) Policy making for quality improvements and monitoring internal quality audits
- (4) Knowledge exchange with external agencies / organization for quality improvement
- (5) Records maintained for assessment of quality progression
- (6) Conducting review meetings and design the quality initiative programmes
- (7) Preparation and submission of annual reports to reflect quality progression and assessment by external auditing system
- (8) Monitoring and designing of feedback system
- (9) Collection and analysis of feedbacks from students and then other take holder which includes parents, alumni and employers,
- (10) Exhortation given to all the departments to introduce quality inputs in their syllabus under the guidelines of affiliating university
- (11) Admonition of outcome-based education policies by constructing committees for the effective implementation of CBCS
- (12) Organising international, national and instructional level workshops, seminars conferences and symposia for promoting quality abstracts which includes research promotion, office management and skill development
- (13) Pupation of information management system (IMS) for improvement of academic and administrative interactions
- (14) Establishment of digital attendance recording systems like biometric attendance for monitoring student and staff progression
- (15) Assessment of quality promotion for identification SWOC
- (16) Analysis of SWOC to design and construct instruction plan
- (17) Implementation best practices to establish quality eco system
- (18) Up gradation of hearing systems for important in teaching and learning achievers



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Head of the Department (HOD)

Responsibilities:

- 1) This is non cadre post with neither additional increment nor remuneration
- 2) HOD will be given limited delegation in academic affairs under the supervision of principal
- 3) HOD is authoritative to distribute the work load individual teachers
- 4) Plan for BOS meeting approve changes in syllabus with the concern of affiliated university
- 5) List out of essential lab equipments / books /consumables for procurement
- 6) List out of essential lab equipments / books /consumables for procurement
- 7) Redressial of departmental level issues
- 8) Designing and implication of departmental action plan



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Academic Co-ordinator- Responsibilities

1. Planning:

- Whether it is the development of educational programs, faculty development, recruitment or any other activity, he plays an active part in planning these activities.
- He recommends best methods for these activities to attain desired results.
- To conduct Board of Studies meetings of all departments and to finalize the curriculum.
- He maintain all the academic activities realize according to the annual curricular plain/almanac.

2. Evaluation:

- All the short term and long term programs of an educational institute are evaluated by the academic coordinator.
- He communicates with the participants of the programs to find out and improve the programs in future.
- He maintain student attendance and progression report and take necessary initiatives wherever required.

3. Leadership:

- An academic coordinator leads all the programs including research projects of students and faculties.
- He provides necessary assistance to the faculty and staff and other personnel in the institute.
- Helps students in take part in examinations

4. Documentation and Reporting:

- Documents of the ongoing activities and programs in the institution.
- She/he prepares and presents reports to the dean or management during staff and board meetings.
- Submits reports to higher officials whenever they want.



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Administrative Officer

Eligibility-Graduation, Accounts Test

Responsibilities:

- (1) Fee collection and other collections due from students and others
- (2) Signing of 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 sanction 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 Stationary and Forms, Indents, Issues of Stationary and maintenance of connected records.
- (12) Routine correspondence not involving policy matter and signing of fair copies.
- (13) The Administrative Officer is accountable to the Principal of the college.
- (14) Principal verifies cash book, bank pass books and other important records at least once in a month regularly and sign on them as token of verification to ensure updating and correctness.
- (15) He/ She should monitor the movement of files going to the Officers / Principals and coming back from them.
- (16) He / She should guide the Officers / Principal with correct and latest rule position on the subject and assist them in taking correct decision.



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- (17) 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.
- (18) He/She sees that the assistants, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedures and also records are updated.
- (19) He/She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed preformed and submit them to the Officers/ Principal before 5th of every month.
- (20) He/ She should offer his /her remarks on the note intimated by assistant, and submit the same to Officer /Principal.
- (21) He/She should supervise the remainder files maintained by assistants.
- (22) The Superintendent is accountable to the Administrative Officer and the Principal
- (23) The superintendent 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.
- (24) 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 the rules in vogue.
- (25) 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.
- (26) He /She will supervise the maintenance of all records pertaining to accounts , stocks, cash books, etc., 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.
- (27) The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.



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Senior Assistant

Responsibilities

- (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 the tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
- (3) While registering the current 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 reference and 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 dale file pad.
- (6) The assistant should maintain a 'Reminder Diary' in prescribed proforma. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder diary.
- (7) The assistant should also maintain the register of court cases and register of disciplinary cases.
- (8) The assistant should bring forward all undiposed files to the current years personal file on the 1st of April every year.
- (9) When the file is disposed of finally the assistant should send it to record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to stock.
- (10) The assistant should dispose off the file within three working days of its receipt by him/her.

The Senior and Junior Assistants are accountable to the Superintendent of the office.



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Lab Assistant

Responsibilities

- (1) To maintain the Stock Register and Consumable Registers.
- (2) To find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
- (3) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- (4) To organize the laboratory for oral and practical examinations.
- (5) To hold those responsible for any breakage / loss etc. and recover costs.
- (6) To ensure the cleanliness of the lab and switch off all equipment after use.
- (7) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- (8) The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- (9) Lab In charge with the support of Lab Assistants shall maintain the equipment.
- (10) All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.



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Herbarium Keeper

Responsibilities

- (1) The post is exclusive for Botany department.
- (2) Fumigates, presses, and mounts plant specimens, and maintains collection records of herbarium maintained by the institution Records identification information concerning incoming plants.
- (3) Places specimens in fumigation cabinet and turns valves to release toxic fumes that destroy insects, fungus, or parasites adhering to specimens.
- (4) Arranges specimens between sheets of unsized paper so that upper and under portions of leaves, blossoms, and other components are visible, and pads paper with layers of felt and newsprint to protect specimens.
- (5) Places specified number of stacks in pressing frame and writes identification information on top layer of paper on each stack.
- (6) Secures frame around stacks by tightening frame section with screws, fastening with leather straps, or tying with twine, to compress stacks and press and dry specimens in desired configuration.
- (7) Mounts dried specimens on heavy paper, using glue, adhesive strips, or needle and thread, taking care to prevent distortion or breakage of specimens.
- (8) Writes identification information on papers and inserts mounted specimens in labelled envelopes or folders.



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Store Keeper

Responsibilities

- (1) This post is only to Physics Department
- (2) To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- (3) To check the materials thoroughly for quality, quantity, specification condition, condition etc.
- (4) To categorize the materials category wise and stock in the appropriate locations.
- (5) To take appropriate action for care and preservation of the materials.
- (6) Periodical stock verification and ensure correctness of stock at all times.
- (7) To take safety measure for the ensuring safety of store house, materials and men working in store.
- (8) To maintain the neatness and tidiness of store house.
- (9) To issue materials to the departments as per the indents.
- (10) To issue materials to departments as per the schedule.
- (11) To pass the bills of the materials received from vendor and send it to Accounts department for payment.
- (12) To carry out periodical condemnation board for the unserviceable materials
- (13) To take action for disposal of scraps materials as per the procedure
- (14) To maintain all the documents up to date



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Class IV Employees

➤ Seventh class pass

Responsibility

- (1) They attend to the duties like Sweeping, Dusting, Watch and Ward etc. they should keep the office neat and tidy.
- (2) Will assist the section in charge during the conduct of practical classes to the students.
- (3) Will clean every day the machinery, equipment, etc., available in the laboratory and workshop to which he is posted.
- (4) Will maintain perfect cleanliness in the Laboratory and workshop.
- (5) Will be available in the section during working hours and safeguard the Government property.
- (6) Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge.
- (7) Will attend to any other works entrusted to him from time to time.



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Assistant Professor, Associate Professor

Qualification : As per UGC (GO MS15) in the relevant subject is 55% and qualify either in UGC-NET exam / State NET exam or PhD

Responsibilities

- (1) The Lecturer has the primary duty to disseminate knowledge in his /her subject to all 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 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.
- (8) Along with the lecturer method, the lecturer should also motivate the students and enliven the process of learning by adopting student centric method of instruction like group discussion, 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.



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- (10) The lecturer should necessarily take the help of audio-visual methods of teaching by using over-head projector, slide projector, charts, etc.,
- (11) He/ She should also organize screening of educational films wherever /whenever possible.
- (12) The lecturer should maintain the teaching diary in the given Performa. 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 list should be maintained in the department. Incentives in the form of prizes may be provided to those who get higher rank. 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..The lecturer should participate in Students Counseling 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 Counselor, 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.
- (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.
- (16) The lecturer should co-operate and participate in all co-curricular and extra-curricular activities in the college.
- (17) The lecturer should attend to all examination duties without fail.



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- (18) The lecturer should assist the Principal in the maintenance of the discipline in the college.
- (19) He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.
- (20) The lecturer should do community service, conduct such programmes such as useful seminars, interface-discussions etc., involving local experts, which benefits the community. The lecturer of the subject concerned can act as moderator.
- (21) The lecturers should attend to any duty assigned by the Principal or any other higher authority.
- (22) As per the orders of the Government and the concerned University from time to time, the lecturer have to adhere to the work load prescribed.
- (23) The lecturer is accountable to the Principal of the college.



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Library - As per UGC

Librarians at GDCs need a Master's Degree in Library and Information Science or a related field such as M.L.I.Sc with Either UGC-NET/ State NET or PhD Qualification.

The main duties and responsibilities of the librarians are as follows

- a) Policy Formulation:** The librarian is to formulate and administer policies, rules and regulation for the purpose of securing the most complete use of the library and to participate in the formulation of educational policies of the parent organization.
- b) Ex Officio Member:** The librarian acts as an ex officio member of all the Academic bodies of the parent organization.
- c) Library Budget:** The librarian has the responsibility to prepare and execute the annual budget of the library.
- d) Library Documents:** He is responsible for all the professional job related to selection, acquisition, classification, cataloguing and maintenance of the library documents.
- e) Library Service:** The librarian is also responsible for providing the various types of services such as CAS, SDI, Reference and also for creating reading habit.
- f) Secretary of Library Advisory Committee:** He acts as a secretary of the library committee where he/she is responsible in preparing the agenda for the committee meeting by giving facts of each item, to issue the library committee meeting notice and to keep the minutes of the library committee meeting.

The librarian is also responsible for keeping the library committee well informed about the day to day happening of the library.



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Responsibilities & Services:

1. College librarians carry out a variety of tasks including cataloging books, determining budgets, maintaining library materials, assisting students and conducting research. They may have their own a Record Assistant and An Office Subordinate as well.
2. College librarians help students, faculty and staff with finding and recommending source materials as well as determining what type of materials they need.
3. Librarians shall maintain necessary records of library i.e, Accession Register, Issue and Returns Register, Stock Register, Periodical Register, Newspaper Register, Visitor's Register, Gate Register of users, and Stock Verification Register.
4. Librarians shall maintain files related to Purchase Orders, Faculty recommendations, Quotations and Invoices and all inward and outward correspondences.
5. Librarians also instruct patrons on basic computer skills, educate them on policies and how to use library resources. Classes could also be taught on Information Literacy how to utilize new technology and information comprehension.
6. Librarians must be knowledgeable about both print and electronic information sources and databases.



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7. The Librarian shall adopt the scientific method of ICT based library services of all modules of library operations by automating Library with Integrated Library Management Systems.
8. The librarians shall provide OPAC facility and mobile on remote access to all Users.
9. The library collection and services shall be automated having connected to Internet and networked with LAN.
10. The Librarian shall maintain Online Resources and Databases such as NLIST from INFLIBNET, and all Open Source Databases of e-Journals and eBooks, Digital Institutional Repositories (e-Contents)
11. College Librarians must be able to quickly identify the needs of patrons and do so with precision.
12. The Librarian shall conduct Annual Stock Verification of books as per the Norms. At the duration of Annual Stock Verification, all the issued books shall be returned to the library so as to make Annual Stock Verification effectively.
13. Regarding the loss and damage of books three times to the cost of the books recovered the responsible users and same to be remitted to the Reading Room account under head of Special Fee Fund A/c of the college.
14. The implementation of fine system on late submission of the books shall be decided by the Library Advisory Committee.
15. The Librarian is responsible to the Principal of the College.



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Collection Development Policy:

1. College librarians may help in preparation of the library's budget with the help of Library Advisory Committee.
2. The Librarian shall ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of Reference books in addition to the purchase of textbooks as per the student Ratio 1:5 for the issue purpose.
3. The Librarian shall take necessary steps for the purchase of books as per the instruction of the Principal. The books can be purchased on recommendation of the faculty with the help of Publisher's Catalogues that is approved by the Principal. The order may be placed to the bonafide Publishers or can be procured from the reputed and bonafide book distributors by inviting quotations. The Terms and Conditions of supply of goods and fixation discounts on purchases shall be on par with government regulations.
4. In consultation with faculty members, the list of journals and magazines for library shall be prepared by the Librarian and shall approve by the Principal.



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Placement Officer& TSKC Co-ordinator

Senior Faculty

Role: - Placement Officer is responsible for interacting with industry to provide training followed by placements to the students.

Responsibilities:-

- (1) Should assist the principal in the training and placement activities.
- (2) To interact with various industry people to provide training facility to the students.
- (3) To conduct campus placements for out- going students with various industries.
- (4) To conduct training programmes under TSKC.
- (5) To encourage the students to take courses on MOOCS platform.
- (6) To ensure placements to all the eligible students.
- (7) To conduct seminars by calling eminent industry experts or from our ALUMNI achievers to update the students regarding the latest trends in technology.



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Physical Director

Eligibility:

- (1) He/ she ensure 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 all 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 even 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. A 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 is responsible for including general discipline among the players in particular and students of the college in general.
- (8) He/she will plan and invites experts in various games and sports to enable the students to learn correct techniques of various games.
- (9) He/she should encourage the students to develop sportsman sprit.
- (10) He/she will prepare the list 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, Physical Director should follow the purchase procedures prescribed by the Government from time to time. He/She should verify the samples before placing the orders for the supply of material.



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- (12) The Physical Director should follow the prescribed procedure while fixing the conveyance charges, training allowances, refreshments to the competitors' 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 materials 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 stock 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 should organise the annual games and sports day much before the commencement of annual examination.
- (18) Physical Director 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
 - Well trained teams are 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 team 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. Sports persons of high caliber shall be invited for Sports Day functions to inspire the students. Annual Stock Verification must be completed before 31st March of every Academic Year



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Do's and Don't's

College	<ul style="list-style-type: none">➤ DO's➤ Use only courteous and polite language and behave with decorum with the faculty, staff, students and guests of the college.➤ Shall be regular and punctual in attending classes and all activities connected with the college.➤ Read notices/circulars displayed on the college Notice Board/Web site.➤ Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.➤ All vehicles should be parked in the allotted place.➤ While attending college functions, students will conduct themselves in such a way as to bring credit to themselves and to the institution.➤ The students are expected to take up all assignments, tests and examinations of this college seriously and try to perform the best.➤ Each student of this college must always possess Student Identity Card with her photograph affixed on it and duly attested by the Principal.➤ Use the resources of the college namely library, computers, equipments, transport, medical, communications, power, etc judiciously and effectively.➤ Any genuine complaints file them to the concerned authority without fear.➤ DONT's➤ All shall desist from indulging in violence.➤ Shall not talk or act in any manner in a way that would bring disrepute to the college.➤ Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.➤ Should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.➤ Smoking, consumption of any kind of alcoholic drinks/drugs inside the college is strictly prohibited➤ Damaging the building or any other property of the college in any way is strictly prohibited.➤ Indulging in Ragging and Eve Teasing are crimes and strictly prohibited by an act promulgated by the Government of Telangana.
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Teaching	<ul style="list-style-type: none">➤ DO's➤ Mark attendance in the biometric machines provided in the college➤ Be well prepared before you stand before the students.➤ Be aware of student's previous knowledge and abilities, when planning activities.➤ Maintain a dress code.➤ Always plan your class.➤ Use of teaching aids is a must for a teacher.➤ DONT's➤ Don't be rude to students➤ Don't be late to the class➤ Don't extend the class too much➤ Don't be lethargic➤ Don't be over confident➤ Don't punish the whole class because of one student.➤ Don't invade into student's privacy.
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**Non-
Teaching/Class
IV employees**

- **DO's**
- Maintain absolute integrity at all times.
- Maintain absolute devotion to duty at all times
- Maintain independence and impartiality in the discharge of your duties.
- Maintain a responsible and decent standard of conduct in private life.
- Render prompt and courteous service to the students.
- Observe proper decorum during lunch break.
- Keep away from demonstrations organized by political parties.
- Maintain political neutrality.
- Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- If any legal proceedings are instituted against you for the recovery of any debt or for declaring you as insolvent, report the full facts of such proceedings to the competent authority.
- Act in accordance with the college policies.
- In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' and the rules made there under.
- **DONT's**
- Don't bribe the students
- Don't be over smart
- Do not undertake private consultancy work.
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not appear in public place in a state of intoxication.
- Do not indulge in any act sexual harassment of any women at her work place.
- Do not use your official position or influence directly or indirectly to secure employment for any number of your family in any company or firm.



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Students

- **DO's**
- Be regular to the college
- Mark attendance in the biometric machines provided in the college
- Maintain college timings
- Be attentive in the class
- Interact with teacher and other students in the class
- Complete your assignments and the projects in time
- Participate in all activities in the college
- Maintain silence while the class is going on
- Use laboratories properly
- You have to handle properly the equipment given to you.
- It is the property of the college use it and see to it that it is passed on to your juniors
- Maintain library timings
- Use sports room when you are free
- Participate in NCC/NSS activities with full enthusiasm
- Keep wash rooms neat and clean
- Used sanitary napkins should be dumped in the dust bin only
- Help your friends when they are in need
- Maintain exam timings.
- **DONT's**
- Don't be over smart
- Don't be rude to your teachers and class IV employees
- Misconduct during examination, production of false information or documents for admission purpose and the failure to return materials taken on loan from the University would be seriously dealt with.
- Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study.



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Administration	<ul style="list-style-type: none">➤ DO's➤ Maintain the college timings➤ Be answerable to your superiors➤ Maintain all records properly➤ Keep all records for auditing at the end of financial year➤ Maintain separately the scholarship records of students➤ Cooperation and coordination keeps the office environment healthy➤ Be friendly with students➤ DONT's➤ Don't be rude to students➤ Keep the records updated➤ Never delay the work
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