

## **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 plans and supervises the execution of annual academic plans, co-curricular and extra-curricular activities, in consultation with the staff of the college. He strives for the overall development of the college.

### **Administrative functions:**

- Sanction of Casual Leaves to Teaching Staff and Non Teaching Staff.
- Sanction of increments to the teaching and non-teaching staff.
- Constitutes different committees for smooth functioning of the college.

### **Financial Functions (Powers):**

- Temporary Advance from GPF: - Sanction of T.A. from GPF to Teaching Staff and Non Teaching Staff members.

### **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):-**

- Supervision over students and maintenance of discipline in the

college. Issue of TC's and Conduct Certificates 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 Activities and handle day to day affairs in the absence of Principal.
- (3) The appointment authority is completely the Principal of concerned college.

## **Academic Coordinator**

### **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 as per the time-table given by the University

### **2.Conduct of Examination**

- (1) Arrangement examination halls to conduct various exams
- (2) Visit various examinations halls
- (3) Arrangement for collecting the answer books from the various examinations 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 receive the Award sheets of Practical/Project examinations from the concerned department.
- (2) Entering the marks in Google sheet given by the University.
- (3) Print and generate consolidated mark sheets.
- (4) Process bill related to examination activities.

## **NCC**

### **Responsibilities:-**

- 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 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 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.

### **Extension and Outreach Policy:**

The college has very good mechanism to make the faculty and the students to involve in the outreach activities which improve the qualities of the

social awareness and citizen responsibilities among the students. The Department of Political Science has conducted District Youth Parliament at District level and also has taken the responsibility to register voters in voter enrolment programme and adopt villages.

The college is to organize programmes on water saving, distribution of albendazole tablets to community by our students, tree plantation programmes, Aids day, blood donation, Polio, and other health awareness activities.

The college NSS involves the Police, Health, Legal, Revenue, Forest, Horticulture, Agriculture, and other departments, including NGOS, CBOS and youth organizations for creating awareness for better living conditions to the society.

## **IQAC**

### **Responsibility**

- (1) Organizing training in quality system, ensuring that the employees understand the quality policy, objectives and working of the installed quality system.
- (2) Maintaining the quality system & reporting on its functioning; implementation of all corrective and preventive actions.
- (3) Liaison with the external agencies/bodies on matters related to quality system.
- (4) Holding Review Meetings and updating the Quality System.
- (5) Coordination all Quality initiatives such as NAAC, NIRF ranking etc. on behalf of the college.
- (6) Feedback collection from students and other stakeholders and its analysis.

## **Non teaching staff**

### **SUPERRENDENT:**

- a. Preparation of bills pertaining to salaries/DA/Deductions etc.
- b. To exercise and check and to follow up the incoming letters received from the CCE'S office, Govt. of Andhra Pradesh/RJD'S office, Guntur/University/other departments/colleges/students etc.
- c. To scrutinize the notes/cases submitted by the lower staff, put his/her own remarks/suggestions, if any and submit the same to the Head of the institution as the case may be expeditiously.
- d. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- e. To submit notes/drafts for approval of the officers.
- f. To give instructions regarding destruction of old records as per rules and according to the directives of the concerned superiors.
- g. To attend to such other work that may be assigned to him/her with the permission of the Head of the Institution.
- h. To open and maintain the service books of employees.
- i. To maintain different registers, forms etc

### **Senior Assistant :**

- a. Collection of Fees.
- b. Deposit the collected cash in the bank under various Head's .
- c. verification of different types of leaves availed by the staff.
- d. Calculation and verification of student attendance.
- e. Circulation of the student related circulars time to time
- d. letter correspondence with parents .

### **Junior Assistant:**

- a. Maintenance of records/ Correspondence with UGC.
- b. Maintenance of records regarding University affiliation for UG/PG

- c. Maintenance of Finance Records
- d. To exercise and check and to follow up the incoming letters received from the Govt./University/UGC/Other Departments/Colleges.
- e. To acknowledge the letters received.
- f. To ensure prompt dispatch of letters. (Junior Assistant in charge for tapal /Inward/Outward section)

**Record Assistant:**

- a. To arrange filing of papers pertaining to admissions/Examinations/Scholarships etc.
- b. To maintain scholarship application/files/registers for receipts and expenditures. (In charge for the scholarship section)
- c. Sale of application forms for Admissions/ maintenance of Admissions register/correspondence with University/file of affiliation (Admission in-charge)
- d. Maintenance of Examination section and records, fee collection, University examinations work, disbursement of remuneration/ maintenance of bills etc. (In- charge of Examinations).

**DUTIES AND RESPONSIBILITIES OF A LECTURER** The Lecturer is the main pillar on which the system of Collegiate Education rests. Teaching is the 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 distribute syllabus to the members of the

department, by convening the meeting of all staff members in the department.

3. Taking into consideration the number of working days and periods available for each month-wise annual plan should be prepared for each lecturer in the department. Provision 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 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 end of every month and inform the Principal. If the schedule is not completed, he should discuss 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 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 over-head 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 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 seminars, 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 higher authority.
25. As per the orders of the Government and the concerned University from time to time, the lecturers have to adhere to the work load prescribed.
26. The lecturer is accountable to the Principal of the College.