

### 3. ADMINISTRATIVE MATTERS

#### ROLE OF PRINCIPAL AS AN ADMINISTRATOR

The Principal is the head of the front-end unit of the Department called college. He/she is the chief administrator of the college and responsible for overall and effective functioning of the college. The areas of functioning include academic, administrative, financial and developmental activities. As the chief administrator of the college, the Principal will deal with a variety of tasks like day to day administration, the functioning of teaching and non-teaching staff and their service matters, all matters related to students from their admission to leaving the college, reporting to the Commissionerate and implementing their instructions, liaison with the RJDC matters related to the University, public relations, liaison with local offices, persons and institutions and so on and so forth. These diverse functions demand diverse and imaginative administrative capabilities from the principal. As the first step to develop these capabilities and confidence, the principal needs to learn all the required rules and procedures thoroughly. It is very essential that the principal acts as an administrator.

Further He/she needs to be constantly in touch with the latest communications and developments. He/ she should try to understand and comprehend the knowledge available in the form of rules and procedures and gain wisdom in applying them appropriately. He/she should also be proactive and prevent occurrence of problems instead of trying to solve them later. The rules and procedures shall be followed scrupulously.

However, they shall be utilized to inculcate discipline and enthusiasm among the staff and students. The principal shall understand that he/she is the leader of a multidimensional and multifaceted institution and try to take all the functionaries along with him to achieve the set objectives as a true leader.

## JOB CHART OF Vice Principal in GDC's:

### ADMINISTRATIVE:

1. To be the in charge of college in the absence of the principal.
2. Should sign on T.C., Bonafide, Bus passes, Verification of Scholarships etc.
3. To pursue and obtain information from the college/ other GDC's and prepare draft material and submit to the principal / ID Principal for finalization.
4. Pursue DRC action plan and coordinate with all stakeholders.
5. Assist the principal in the admission process.

### ACADEMIC:

1. Motivate the teaching faculty to apply for MRP, National seminar / workshops etc.,
2. Monitor for effective implementation of the institutional academic plan.
3. Monitor all units, terminal and pre final exams.
4. Preparing for effective academic audit.
5. Monitor implementation of the time – table, adjustment of the class work.
6. Monitor the action plan of the committees of college.

## **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 tap pal /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)

**Office assistant/ Attender**

- a. Do the work of opening , packing and arranging papers and circulars in accordance with instruction of the officer concerned.
- b. Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of the parcels etc.
- c. Operation of Xerox machine.
- d. Dispatch of letters including hand delivery of letters, bank duties, treasury duties etc.
- e. Any other work assigned by the departments/ Supporting work in the teaching departments

**Sweepers**

- a. Responsible for opening of class rooms/switch on and off the lights
- b. Custodian of furniture, machines, tables, other equipment etc.
- c. Keeping the campus clean and green.
- d. Serve drinking water to employees and to visitors.
- e. Carry out any other work of similar nature which the office in charge, may instruct.
- f. Carry papers, machines etc. within building and other such portable items from one place other.

**Gardiner**

maintain the planted medicinal plants in Botanical Garden, trees and crotons in the campus.

**Scavenger**

- a. Cleaning the toilets.
- b. Care taker at ladies waiting hall.

**Night Watchman**

maintain/protect the campus in and around in the night from social elements.

### **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 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.