



## **D.C.T.'s Dhempe College of Arts and Science**

### **Duties of the Principal**

Academic growth of the college.

Responsibilities of the Principal of the College:

Subject to the supervision, general control and direction of the Governing Body the principal of the College as in administrative and academic Head of the College, shall be responsible for

- a) Academic growth of the College;
- b) Participation of the teaching work, research and training program of the College;
- c) Planning and assisting in planning and implementation of academic programs, such as orientation course, seminar, in service and other training programs, organized by the University and /or University Department/College for the academic competence of the Faculty members;
- d) Admission of students and maintenance of discipline of the College;
- e) Receipts, expenditure and maintenance of accounts of the College and for causing other bodies, associations, societies, committees etc., to maintain, finalize and present their accounts;
- f) Management of the College Libraries, Gymkhanas and Hostels;
- g) Correspondence relating to the administration of the College;
- h) Administration and supervision of curricular, extracurricular or extramural activities of the college and maintenance of records.
- i) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or order issued there under from time to time by the University and the orders issued by the central and the State Government;
- j) Supervision and conduct of the College and University examinations including internal assessment and such other work pertaining to the examinations as assigned,
- k) Assessing reports of teachers and maintenance of service books of the teacher and others employees of the College in the forms prescribed by the University and
- l) Any other work relating to the College and the University as may be assigned to him/her by the University from time to time.

### **Duties of the Principal of the College:**

- i. To place before the Local Managing Committee:
  - a) The Budgetary statement for the following financial year and
  - b) The statement of audited accounts for the previous financial year for consideration and approval.
- ii. As the Principal is the Secretary of the Local Managing Committee he/she shall convene regularly meeting of the Local Managing Committee, which shall not less than two meeting in a year. However, additional meetings may be called as and when necessary at the request of any two members.

### **Responsibilities & authorities of Head of Department/In-Charge**

- To coordinate the entire academic activity of the department in addition to his/her regular duties and responsibilities as a teacher.
- To assign duties to staff members as per regulatory requirements and requirements of QMS.
- To monitor performance of duties & responsibilities of the staff as required by QMS and also statutory and regulatory requirements.
- To make improvement plans on basis of analysis of data.
- To take corrective action against identified non-conformities and preventive action against potential non-conformities.
- To check and review the received syllabus for adequacy and control prior to its sue.
- To ensure preparation of daily lesson plan as per controlled syllabus & get the lesson plan approved as per requirements.
- To monitor planned versus actual teaching.
- To ensure conduct of ISA as per schedule.
- To ensure submission of ISA results and SEE question papers to the respective committees.
- To display ISA marks for information of all concerned.
- To prepare practical schedule as per workload and lab status.
- To prepare and submit to office requisitions for purchase of all lab requirements.
- To possess list of equipments available in the lab and preventive maintenance schedule of serviceable equipments in use.
- To issue general guidelines and protocols for conduct of practical's and other laboratory operations.
- To allocate responsibility to respective lab in- charge teacher & other supporting staff.
- To monitor conduct of practical's and revision practical's as per schedule and ensure completion of practical courses within stipulated time frame.
- To ensure certification of students journal before conduct of practical examination.
- To certify remuneration bills of lecture basis teachers.

- To report process performance for management review.
- To perform any such duties when allotted by the Principal.

### **DUTIES OF LABORATORY ASSISTANT**

- To assist students and teachers in conducting practical's and experiments.
- Preparation of chemicals and reagents, autoclaving of instruments/ glassware's, etc.
- To maintain dead-stock and register of consumable materials and to undertake physical stock verification of Laboratory materials.
- To maintain departmental files and records.
- To assist the HoD/ incharge of Laboratory in purchase and procurement of Laboratory materials with the help of Technician/storekeeper.
- To control the work of Laboratory attendants working under him/her.
- To assist the HoD/ incharge of Laboratory in routine administrative matters and to ensure that the Laboratory facilities are not misused by any person.
- To report about breakages/losses in Laboratory to HoD on report from Lab Attendant.
- To report to the HoD/ in charge of laboratory about misbehaviour inside the laboratory by lab attendants/students.
- If there is any requirement in the laboratory the proposal should be moved through HoD/incharge of Department with his/her remark for the final approval of Principal before placing order of purchase.
- To perform Sale of Journals / Lab. Record books to the students and maintaining the respective record.
- To calculate and report amount due to be recovered as individual/ general breakages.
- To oversee neatness and cleanliness in the department.
- To oversee maintenance of live specimens /preserved specimens.
- To perform any other work/duties as and when assigned by the Principal/HoD from time-to-time.

### **Duties of Laboratory Attendants**

- To clean departmental furniture and the laboratory in general, including apparatus and equipments and maintain neatness.
- To keep laboratory materials including apparatus and equipments in proper place everyday.
- To render physical assistance to teachers, students and other laboratory staff in movement of laboratory equipment, instruments, chemicals & other materials within and outside the laboratory.
- To assist laboratory assistant and other laboratory staff in physical stock verification of laboratory equipments, instruments, chemicals and other materials.
- To render physical assistance to teachers and students in conducting practical's and experiments. During practicals, lab attendant should be present near to teachers and students physically.
- To report about loss of laboratory equipments and other materials to his/her HoD/Lab. Assistant /storekeeper.
- To maintain security in the department/ laboratory by locking cupboards, windows and doors of department/ laboratory daily.
- To forward all the correspondence of the department / laboratory staff to the office or wherever necessary.
- To maintain discipline at the time of approaching the superiors, colleagues and students.
- Laboratory attendant will be held responsible if the laboratory is found disordered and hygienically unfit.
- To perform any other work/duties as and when assigned by the Principal/HoD from time-to-time.

### **DUTIES OF LAB TECHNICIAN:**

- To check/repair the instruments in advance and keep them in order at the time of conducting practical's.
- To assist the Laboratory Assistant in practical's.
- To supervise the Laboratory Attendant/s while functioning their duties.
- To place the list of requirements of the instruments in advance for consideration of the HoD.
- To carry out maintenance and servicing of all instruments.
- To perform any other work/duties as and when assigned by the Principal/ HoD from time-to-time.

### **DUTIES OF STORE KEEPER:**

- To maintain store in order by verifying every requirement.
- To procure necessary chemicals/ lab-ware by following due procedure.
- To maintain (a) Dead Stock Register/ Yearly stock and (b) Consumable Register.
- To assist the Lab Assistant/ lab-in-Charge during practical hours.
- Checking of material received from the supplier and storing the same in proper order.
- To perform any other work/duties as and when assigned by the Principal/HoD from time-to-time.

### **DUTIES OF FIELD COLLECTOR.**

- To collect specimens/samples from the field as required for the practical/project work.
- To assist in procurement of specimens/samples or other material from external agencies.
- To maintain the live animals in healthy conditions in the laboratory by routinely feeding the animals, providing clean water and cleaning the animal cages.
- To maintain the live plant specimens in healthy conditions in the laboratory by routinely watering them.
- To look after proper preservation of specimens and maintenance of preserved specimens.
- To render physical assistance to teachers, students and other laboratory staff in movement of laboratory equipment, instruments, chemicals and other materials within and outside the laboratory.
- To assist laboratory assistant and other laboratory staff in physical stock verification of laboratory equipments, instruments, chemicals and other materials.
- To render physical assistance to teachers and students in conducting practical sessions and project work.
- To report about loss or damage of laboratory equipments and other materials to his HoD/Laboratory assistant.
- Performing other duties such as switching off lights, fans, electrical instruments, when not in use, locking cupboards, windows and doors of laboratory daily. (Lab Attendant ??)
  - Forwarding the correspondence of the departmental staff to the office or wherever necessary.
- To maintain discipline at the time of approaching the superiors, colleagues and students.

- Field collector will be held responsible if the specimen/samples/materials are not made available for laboratory work in time.
- Field collector will be held responsible for maintenance of live specimens and cultured animals in hygienic conditions.
- The above and any other work as and when assigned by the Principal/HoD/Laboratory assistant.

***Field Collector:***

- Collection of blood samples, eggs, plants, etc.
- Purchase of materials needed for practicals under instructions of Lab Assistant.
- Opening and closing of laboratories if attendant is absent on duty.
- Overall washing, mopping, cleaning and sweeping of the floor of the laboratory, balance room, dark room etc.
- Sterilising and decontaminating, plugging, wrapping, glassware, cleaning tables, sinks, microscopes.
- To assist Lab Attendant in practical's and to remain present physically.
- Collection of samples from hospitals, blood bank.
- Putting glassware solutions, back media, stains, reagents in appropriate places after use.
- To bring ice, gas cylinders, check for gas leakage, gas burners, water taps and perform other minor repairs when required.
- To remain in the laboratory during practicals and check/restrain in other students coming in the laboratories.
- Make purchase of various items when told. (i.e day to day requirement for practical)
- Carry instruments to workshops for repairs and bring back after repairs.
- Help while conducting the theory and practical exams, such as arranging benches, pasting numbers, etc.
- Help and assist at the time of college functions outside the laboratories.
- To attend to such other duties given by the HoD/Principal.

### **LAB. TECHNICIAN**

- 1) To check/repair the instruments in advance and keep them in order at the time of conducting practical's.
- 2) To assist the Lab. Assistant in practical's.
- 3) Supervise the Lab. Attendant while functioning their duties.
- 4) List of requirements of the instruments may be placed before HOD's in advance.
- 5) Maintenance and servicing of overall instruments is also to be carried out.

### **Duties of U.D.C. (Accounts Section)**

- 1) To prepare Salary for Contract/ Lecture basis Teachers. To prepare Salary for Regular Teaching and Non Teaching staff with the help of Head Clerk as regards increment, leave etc.
- 2) Maintaining GPF/CPF individual ledgers, preparing Reconciliation statement of GPF/CPF balance statements, Calculation of GPF interest at the end of Financial year and issue of GPF/CPF slips to the Staff.
- 3) Preparing and forwarding Medical Reimbursement bills, LTC Claims, Children Education allowance claims, GPF Withdrawal, advance and final settlement of GPF/CPF Claims and Group Insurance claims on retirement.
- 4) To draw cheques for recoveries made from salary and dispatch the same in time.
- 5) Filing of Quarterly Income Tax Returns and yearly Income Tax Returns by compiling the data in CD within the time limit as per rules and obtain acknowledgement from Lila Technologies.
- 6) Calculation and deduction of Income Tax at source from salary, typing of Form 16 and issue to Staff members once in a year to teaching / non teaching staff
- 7) Writing of Service Books for teaching and non teaching staff in respect of pay of allowance before release of increment.

- 8) Maintaining Pay Book for Salaries (may be computerized).
- 9) Statistics of Teaching / Non Teaching / their Pay scales etc.
- 10) Preparing due drawn statement for arrears payable to staff.
- 11) Any other work assigned by Principal, Vice – Principal, Head Clerk, Accountant.

The work assigned should be completed and reported to the Head Clerk / Accountant. The report of the work assigned, work completed and work pending should be given to Head Clerk / Accountant on monthly basis by way of Register.

#### **Duties of U.D.C. (Administrative section)**

- 1) Maintaining leave records of Teaching / Non Teaching Staff and to make entry of leave records in service books. Issuing sanction order time to time.
- 2) Notifying scholarship schemes to students, issue of scholarship forms and submission of duly filled in forms to the Government within the prescribed time limit with the assistance of LDC
- 3) Finalizing the letters towards statistics of teaching and non teaching staff in General, ST, SC, OBC categories, Statistics of Results, giving details of prize winning students to the Gathering Committee for prize distribution with the assistance of LDC
- 4) Proposal for obtaining NOC from DHE for new appointment of teaching staff every year by February with anticipated work load duly verified by HoD and Vice Principal.
- 5) Forwarding list of selected candidates along with NOC from DHE and selection committee report with copy of work load for the approval for appointment.
- 6) To look after maintenance work of the college with the help of Maintenance committee.
- 7) Any other work assigned should be completed and reported to the Head Clerk / Accountant. The report of the work assigned, work completed and work pending should be given to Head Clerk / Accountant on monthly basis. – Register writing a week.



### **Duties of Stenographer**

- 1) To look after the advertisement of posts of Assistant Professor whenever vacancy arises on receipt of NOC from Government.
- 2) To deal with applications received for the post with the consent of HoD and sending of call letters to approved candidates.
- 3) Framing the Selection Committee Panel before the interview and preparing the Selection Committee Report duly signed by the members after the interview.
- 4) Issue of offer letters for appointment of selected candidates. Forward a list of selected candidates with their qualification certificates duly attested to UDC along with selection committee report.
- 5) Forwarding the actual workload to DHE on the base of enrollment as on 31<sup>st</sup> August every year.
- 6) To deal with the applications of **FIP** leave and substitute.
- 7) Dealing with urgent letters, orders as instructed by the Principal.
- 8) Dealing with affiliation process and reporting 6 sets to University, arranging the visit of the committee.
- 9) Dealing with Governing Body Agenda.
- 10) Dealing with Award Process such as letters to prize donors.
- 10) Any other work as instructed by the Principal / Higher Authority.
- 11) Letter to University forwarding the required documents along with approval of appointment for the grant of FIP leave and also requesting to give the name of Vice Chancellor's nominee for granting FIP leave panel.
- 12) Approval from Management to be obtained.
- 13) Letter to DHE for NOC to appoint substitute in place of candidate proceeding on FIP leave.
- 14) Preparation of report with letter to Goa University for information.
- 15) Issue of relieving order to the applicant.
- 16) Letter to University Grants Commission regarding appointment and salary to substitute

- 17) Obtaining 6 months report duly attested by the guide.

**Duties of L.D.C.**

- 1) Preparing vouchers and drawing cheques for all the Current and Saving Accounts of the college.
- 2) Draw receipts for miscellaneous amounts, TC fees, Migration fees, sale of journals, Exam fees, etc. The amount collected in cash / cheques with receipts shall be entered in the bank books, depositing the same in the bank within a day and to be sent to Accountant for verification daily.
- 3) Maintaining Petty Cash Book and Petty cash payments.
- 4) Inviting quotations and preparing comparative statements .
- 5) Making fee challans ready for admission in advance.
- 6) Writing Students fee register and reconciliation of fees to be completed by 31<sup>st</sup> March every year. (Computerized)
- 7) To keep an account of Journals sold by Departments and amount deposited towards the same, also maintain account of creations, student activities, etc.
- 8) Refund of Laboratory / Library deposits to students in cash and obtain receipts for the same.
- 9) Maintain accounts and records of various Non Conventional Courses and prepare budget for the same.
- 10) To type Form No. 8, Form 4 and handover to Accountant / Typing work entrusted by Accountant with Initial.
- 12) Accounting on Tally package from 1<sup>st</sup> April, 2013 daily and taking Print outs monthly for Cash Book, Ledger for salary / Non salary expenditure, UGC Development Assistance, UGC Minor Research , Major Research, etc.
- 13) Preparing Bank Reconciliation Statement of all Bank Accounts monthly and obtain signature of the Principal and Accountant on the statement.
- 14) Typing letters to Bank for Bank confirmation, Certificates, Covering letters to Directorate of Higher Education, L.A.Q., etc.
- 15) Attending phone calls during the absence of concerned staff.

- 16) Any other work assigned by Principal, Vice – Principal, Head Clerk, Accountant.
- 17) Giving Asset number to the assets purchased and recording the same on the reverse of the bill duly initiated. All the above records after preparation should be initiated by the concerned person.
- 18) Assisting UDC for dealing with scholarships and statistics.
- 19) Despatch work and maintaining outward register.
- 20) Maintaining staff inward book & RTI inward & outward book.
- 21) Writing of voucher and drawing cheques in absence of dealing hand.
- 22) Typing Work assigned by Principal / Vice principal /Head clerk / Accountant.
- 23) Receiving the phone calls and conveying the message to the concerned staff in respect of academic, administrative and accounts.
- 24) Issuing permanent Identity Cards to students with the help of peon.
- 25) Typing roll call during admission time, updating the same if any student has left the college till 31<sup>st</sup> August, assisting admission committee members during admission.
- 26) Prepare and maintain cumulative attendance of students.
- 27) Maintaining record of Casual and Duty Leave of Teaching and Non Teaching staff.
- 28) On receipt of casual / duty leave application from Teaching / Non teaching staff the same may be entered in prescribed proforma with the date and number of days applied. Further the balance of leave should be entered on the casual / duty leave application and to be forwarded to the Principal for approval. After approval the same may be filed.
- 29) Record of Casual leave / Duty leave should be maintained yearly.
- 30) Any other work assigned should be completed and reported to the Head Clerk / Accountant. The report of the work assigned, work completed and work pending should be given to Head Clerk / Accountant on monthly basis in the form of register.

### **Duties of Head Clerk**

- 1) Forwarding letter to DHE along with anticipated workload in the month of February every year in order to obtain NOC for new appointment from the date of starting a new academic year.
- 2) Forwarding a list of selected faculty along with duly attested qualification certificates and selection committee report to Goa University for academic approval in prescribed proforma.
- 3) Forwarding letter to DHE for the approval of appointment of selected candidates along with a) Copy of NOC, b) Selection committee report, c) Goa University approval, d) Photocopy of roster.
- 4) Maintaining the file of new faculty appointments.
- 5) Maintaining files of seniority of staff, their addresses, phone numbers and e-mail address and general time table.
- 6) Distribution of urgent work to subordinate and verification of the same.
- 7) Maintaining files of Audit, ISO, RAO and Department Audit.
- 8) Initialing the application towards cancellation of admission received from the students after duly scrutinizing and verifying by LDC.
- 9) Attestation of documents on proper verification with originals.
- 10) The work assigned should be completed and reported to the Principal. The report of the work assigned, work completed and work pending should be given to Principal on monthly basis.

### **Duties allocated to all Peons.**

- 1) Assisting the clerk in charge to issue T.Y.B.A./B.Sc. exam blank forms, arranging the forms in an ascending order.
- 2) Issue of Identity cards, fee challans to students during admission.
- 3) Making photo copies/Xerox in general and T.Y.B.A./B.Sc. exam forms.
- 4) Notices / circulars to be circulated and copy of acknowledgement given to the Principal's peon.
- 5) Arranging of chairs, table cloth, crockery, etc. during the meeting.

- 6) To issue stationery to the department on request.
- 7) Filing of copy of letter in respective file.
- 8) Finding old file records as and when required by Principal, Vice – Principal, Head Clerk, Accountant and other clerks.
- 9) To distribute letters and obtain signatures from the teaching / non teaching staff marked by the Principal.
- 10) Any other work assigned by Principal, Vice – Principal, Head Clerk.
- 11) Any work outside the college premises should be carried out between 11.30 a.m. to 1.00 p.m. and if required by the higher authority in the afternoon. Biometric and movement register should be signed before leaving and arrival with the timings.
- 12) During Independence Day (15<sup>th</sup> August), Republic Day (26<sup>th</sup> January), Goa Liberation Day (19<sup>th</sup> December) peon should open Principal's cabin before 8'o clock.
- 13) To look after all the work related to Principal, Maintenance of cabin, requirement if any work as order by Principal.
- 14) To assist steno for filing the papers and taking out the files whenever required and also maintenance of files.
- 15) To take photocopies as and when required by Principal, Vice – Principal and office officials.
- 16) He/ She should attend office work whenever required by the Head Clerk.
- 17) The work assigned should be completed and reported to the Head Clerk / Accountant. The report of the work assigned, work completed and work pending should be given to Head Clerk / Accountant on monthly basis.