



**Govt. Degree College
Nowshera, PIN-
185151**

Manual: 2

**Powers and duties of officers
and employees**

**Right to Information Act, 2005
under [Section 4(1)(b)(ii)]**

MANUAL 2: POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[Section 4(1)(b)(ii)]

Duties of the Principal:

The Principal as the Academic and Administrative Head of the College shall be responsible for –

- 1) academic growth of the College.
- 2) participation in the teaching, research and training programmes of the College.
- 3) admission of students and maintenance of discipline of the College.
- 4) receipts, expenditure and maintenance of true and correct accounts.
- 5) the overall administration of the College.
- 6) correspondence relating to the administration of the College.
- 7) administration and supervision of curricular, co-curricular / extracurricular or students' welfare activities of the College and maintenance of records.
- 8) observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 9) supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
- 10) overall supervision of the University Examinations.
- 11) maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
- 12) any work relating to the college assigned by the Higher Education Department from time to time.
- 13) preparation of institutional development plan for every year with action plan of implementation in consultation with IQAC and CDC.
- 14) identification of avenues for resource generation.
- 15) preparation for assessment, accreditation and academic audit of the college.
- 16) Working as mentor for teachers and administrative staff of the college.
- 17) Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.
- 18) Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college.

19) Connecting college with societal needs.

Duties of the Teacher

a) The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, Inservice Training Programmes, etc.

b) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, University examinations etc. and shall encourage pursuit of learning in the students.

c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.

d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University and shall ensure the interest of the University. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc

e) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the University, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Head.

f) A teacher shall assist the University in smooth conduct of the University Examinations.

Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- i) Adhere to a responsible pattern of conduct.
- ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- iii) Seek to make professional growth continuous through study and research.
- iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- v) Maintain active membership of professional organisations and strive to improve education and profession through them.
- vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting

- in the conduct of university and college examinations, including supervision, invigilation and evaluation.
- viii) Participate in extension, co-curricular and extra-curricular activities including community Service.

Duties of Physical Training Instructor:

The Physical Training Instructor shall be a full-time teacher responsible for promoting the culture of sports and supervising sports related activities in the college. The Physical Training Instructor shall: -

- cultivate excellence in various domains of sports and also to promote a spirit of healthy competition.
- promote sports, culture and organize activities in the field of sports in colleges.
- co-ordinate and organize activities related to various sports jointly with regional and university bodies.
- organize college/ university level competitions, sports skill development camps in various sports on the college campus.
- train students for regional, national and international competitions in various sports.
- undertake any other task that may be assigned to him by the college authorities, so as to carry out objectives of the related to sports and games.
- to maintain the record of sports equipments.
- To maintain the discipline in the college.

Librarian:

The Librarian shall be in-charge of the Knowledge Resource Centre in the college. He/she shall work directly under the superintendence, direction and control of the Principal. Librarian shall: -

- (a) ensure proper implementation of the decisions taken by the Library Committee.
- (b) be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Centre.
- (c) evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Centre.
- (d) carry out periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee.
- (e) be responsible for the development, modernization, up keeping and management of college Knowledge Resource Centre.
- (f) create awareness among the students of various departments of the college regarding the availability of resources, information, search techniques and databases through the information literacy programme.
- (g) undertake any other task assigned to him by the college authorities to ensure that the objectives of Knowledge Resource Centre are accomplished.

(h) perform such other duties as prescribed or assigned to him by the Principal from time to time.

Junior Assistant:

- To prepare and maintain cash books, Fee Register, Fee Receipt, Stock Register, all statistics, Stationary Register etc.,
- To verify and accept Admission forms, Exam Forms etc.,
- To issues T.C / Migration & Bonafide certificates, mark list, exam forms etc.,
- To maintain General Register, University Result, Ledger etc. and undertake all exam related work.
- To maintain internal and university exam record.
- To look after all correspondence to university exam, affiliation, extension of approvals.

Laboratory Attendant:

- Laboratory attendant should help the teachers to carry out the lab related responsibilities.
- To maintain cleanliness and discipline in the labs.

Library Assistant:

- To issue & return books in the library as per directions of librarian.
- To issue library cards to students.
- To update newspaper and magazine register.

Library Attendant:

- To maintain cleanliness in the library and work as per the directions of the librarian.

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- To maintain cleanliness in Principal Cabin, Staff room, Office, Class rooms, parking area, lawns, computer lab, study room etc.
- To visit Bank, Post office and other places for bill payment & office work.
- To attend telephone in office and to give information to Principal, of parents & students visiting college for Principal meeting.
- To help the other authorities in filing, documentation, sale of admission forms, exam forms etc.
- To render help in organization of various Co-curricular and extracurricular activities and programme held in the college.
- To work as per the directions of Principal and staff.