

LOYOLA DEGREE COLLEGE (YSRR)

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(ROLES AND RESPONSIBILITIES)

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INTRODUCTION

Loyola Degree College (LDC) (YSRR), administration involves the good Governance and effective performing management and coordination of various programs and activities. The management of Loyola Degree College has been striving to provide quality education, equitable, need based, broad based analytical and skill-based education, with increased institutional autonomy, responsibility and accountability-initiated changes in methods and tools of management. They wanted to transform this institute as a world class educational institute by providing sustainable education, fostering accountability, responsibility, and promoting healthy competition among students to create agents of change both at the national and global level.

LDC has a gamut of stakeholders who encourages the welfare, growth and success of the institution and its students. They include the administrators, teachers, staff members, parents, families, community members, alumni, veterans, donors, accrediting agencies, vendors, suppliers, and higher education academic faculty, Industry etc.

The aim of this document is establish guidelines for the various roles played by the different teaching staff of LDC and it is a manual which helps the

Administration/Management, and the staff to transform themselves as per the vision and mission of the institute to a newer reality and where they can establish a peaceful and coexisting society.

II. HOSTEL ADMINISTRATION

1. The Principal is the ex-officio Director of all the college hostels. The Principal is answerable to the University and the Government on all matters relating to the hostel administration. He, therefore, keeps in touch with the hostel administration particularly in its major and serious events and transactions.
2. The Director of the hostels are independent in the day-to-day administration of the hostels. They make admissions to the hostels and plan the regular programme for the year in consultation with Assistant Director. All major decisions in the hostels are taken only in consultation with the Principal and the Superior.
3. The director of the hostels shall create facilities for the all-round development and progress of the student.
4. The student should have good ambience for study and good play fields for their exercise. Catholic students shall be encouraged to go for daily mass and rosary.
5. Festivals like fresher's day, hostel day and other regional festivals can be celebrated.
6. Students to be given more opportunities to come out with their creativity and innovative ideas in the hostel.
7. Maintenance of the cleanliness and neatness should be taken care by the hostel wardens.
8. They shall supervise and spot out the weaker students and give special training and coaching if it is necessary.

III. HEAD OF THE DEPARTMENT

1. Allotment of workload to teaching and non-teaching staff for each semester.
2. Preparation of timetable for each semester by constituting a committee of three staff members.
3. Looks after the day-to-day administration of the academic work of the

department.

4. Forwards CL, ML and OD of teaching and non-teaching staff to the Principal and ensures the work adjustment.
5. Maintains a stock register and takes steps for stock verification every year.
6. Initiates steps for the upkeep and maintenance of scientific equipments once a year with the prior approval of the Principal.
7. Prepares a list of equipments (not in working condition and beyond repair) to be discarded.
8. Monitors the Association activities, Endowment lectures and participation of students in academic activities organized by other Institutions.
9. Forwards the students' educational tour plan to the Principal.
10. Issues letter of certification and consent to students for field visit/training programme/project work.
11. Undertakes steps for the revision of syllabi when due.
12. Checks the semester examination question papers.
13. Views of the department staff and his/her own views on academic matters and student strength may be presented to the Principal.
14. All kinds of requests of department staff may be submitted through the Head of the Department.
15. Prepares the total workload of the Department as per Univeeristy/Government norms.
16. Reasonable suggestions of Heads on departmental matters must be given due consideration.
17. They shall monitor all the events/functions that take place in the department and assign proper jobs to each and every individual lecturer for the smooth conduct of the events/functions
18. They shall monitor the allotment of workload to teaching and non-teaching staff for each semester.
19. Each staff/lecturer shall take 19 to 22 hours; the HOD shall take 16 to 18 hours and the dean 14 to 16 hours in a week apart from remedial or extra classes. The HOD shall make sure that each student prepares a class notes extensively unit wise during each semester.
20. They are responsible for the pass or fail of the students in their department.

21. They shall instruct the class lectures to monitor the discipline, regularity, punctuality, dress code, Wearing ID card, bringing Hand book daily to the class/college, cleanliness of the class room Usage of cell phone in the campus etc. Over all they shall know each student personally and guide them to progress to reach their aspirations and goals.
22. They shall help the students to speak good English in and outside the class room. Improper behavior either in the class or outside the class should be corrected immediately and if needed be an academic punishment should be imposed.
23. Every week monitor the attendance of the students with the help of the class teacher/ lecturer and if needed, call the parents and instruct them the dire consequences of maintaining the less attendance shortage.
24. They shall know the rules given to the lecturers thoroughly and shall be a guiding force in helping them to follow the guidelines.
25. HOD shall motivate and encourage and **prepare their students** to apply for placements and offer carrier opportunities by conducting carrier guidance and taking them to industrial trips etc.
26. All the HODs shall focus on taking care of the clean and green campus. Constantly they shall educate the students with regard to the rules and regulations of the college and the maintenance of the hygienic conditions in the campus.

IV. RESPONSIBILITIES OF THE LECTURER

a. Academic:

1. It is required of the lecturer to discover new knowledge and maintain high professional standards, strive for academic excellence and service the cause of education with a spirit of dedication and with interest in their work and environment.
2. Every lecturer during the short or long vacation should able to write at least one scientific paper and should publish the same in one of the reputed journals.
3. He/she shall conduct tutorials, seminars, group discussions and give assignments to students to supplement the class room teaching and shall maintain a record of such work. It is obligatory on the part of every lecturer to conduct home assignments during a week and maintain a record of such for documentation is necessary.
4. It shall be the duty of every lecturer to systematically and methodically complete the prescribed syllabus as per the Annual Academic Plan of teaching schedules,

drawn up well in advance leaving sufficient time for revision before the public examinations. He/she shall furnish a statement of work done, every month to the principal.

5. He/she shall make use of all available audiovisual aids, charts, models and maps to make teaching more effective.
6. He/she shall conduct periodical examinations as per the annual plan.
7. It shall be the duty of every lecturer to actively participate in all programmes of institutionalized coaching, both for academically and socially backward student, as assigned to him/her by the Heads of the Institution (Principal/ Vice Principal).
8. He/she shall submit lesson plan at the beginning of every semester/the academic year.
9. He/she shall teach the prescribed subjects during the allotted periods.
10. He/she shall guide the junior teachers in their subjects.
11. He/she shall correct regularly the written work of the students including the class notes and the observation books.
12. He/she shall correct the answer script relating to all assignments, unit tests and terminal examinations within the stipulated time.
13. He/she shall develop aptitude for professional advancement in the college.
14. He/she shall implement the academic programme chalked out in the subjects.
15. He/she shall diagnose student's poor performance/backwardness and plan for remedial teaching and supervision.
16. He/she shall prepare lesson plans every week to improve effectively the teaching – learning activity.
17. He/she shall undertake activities, research and innovative practices in their teaching.
18. He/she shall participate in the seminars / lectures arranged by the Management.
19. He/she shall regularly feed the attendance & the examinations marks into ERP on daily basis.

b. Participation in Administration:

20. To maintain the classroom discipline.
21. To maintain the attendance registers and the conduct registers.

22. To encourage pupils in maintaining personal hygiene and classroom cleanliness.
23. To be a Role model in regularity and punctuality and inculcate the same in the students.
24. To participate and organize co-curricular and extra-curricular activities.
25. To organize National festivals like Independence Day/Republic day in the College and to share the responsibilities.
26. To encourage pupils to wear neat and tidy clothes, and maintain general discipline in the college
27. To adhere to the duties and responsibilities specially designated to the subject departments.
28. To accept other duties and responsibilities assigned by the Principal/Vice principal
29. Every lecturer shall be present in the college during the working hours and actively co-operate with the Head of the Institution in organizing academic work and co-curricular activities.
30. Regular working hours or even when the Institution is not functioning during vacation or holidays. NB: Vacation does not mean that a lecturer is automatically on a holiday or otherwise ceases to work for the Institution.
31. He/she shall be regular and punctual in attendance, in respect of his/her class work, examinations and extra-curricular activities or any other work connected with the duties assigned to him/her by the Head of the Institution.
32. He/she shall abide by the rules and regulations of the Institution and shall show due respect to the constituted authority.
33. He/she shall not, knowingly or willfully, neglect his/her duties. Except with the prior permission of the Head of the Institution, the lecturer shall not absent himself/herself from the Institution while on duty, or remain absent from the Institution without leave.
34. She/he shall resist from going on casual leave on a day of heavy work nor apply for leave simply because such leave has to be exhausted. She/he shall apply for leave in advance except in totally unforeseen circumstances, so as to enable the Head of the Institution/HOD to make substitute arrangements.

c. Professional Norms:

1. A lecturer shall consistently uphold the highest standards of professional ethics in the course of performance of his/her duties and shall so conduct himself/herself as not to give rise to any suspicion or doubt, with regard to her/his honesty and impartiality.
2. Gross partiality in assessment of students, deliberately over-marking under-marking or attempted victimization of students on any grounds, shall constitute improper conduct on the part of a lecturer.
3. No lecturer shall engage himself/herself in coaching privately any student for any remuneration under any circumstances.
4. No lecturer should encourage the students to read the notes from the cell phone/electronic devices. The lecturer should facilitate the student to prepare his/her notes and it should be corrected by the lecturer after the completion of every unit.
5. No lecturer shall indulge in or encourage any form of malpractice connected with examinations or any other activity in the institution.
6. Every lecturer shall project on all concerned and particularly on the students, an image of personal propriety, culture and decency through his/her dress and demeanor and shall be a source of guidance and a model for the students in his /her character and conduct. He/she shall refrain from the use of improper and objectionable language, shall wear dignified formal dress. All shall wear formal clothes of non-transparent material consistent with modesty and profession.
7. Correction of student's works (i.e. class work, Notes, Presentations, test/examination, answer scripts) is an integral part of a Lecturer work and it should be done conscientiously and within the stipulated time.
8. Similarly, the work connected with the conduct of test/examinations is part of a teacher's job which should be done with due seriousness. Any slackness in invigilation work or connivance with malpractices of students will be considered as a serious lapse on the part of the teacher concerned.
9. Lecturers shall also take up remedial work as and when required.
10. Permissions required from the Head of the Institution to leave the College on emergency work.

11. He/she shall obtain permission slip from block in charge to attend any emergency work outside the campus and submit the same to the security at the main gate.
12. Every staff should wear ID card in the campus and are entitled to caution any erring student particularly who goes around without ID or speaking over the cell phone.
13. English is medium of instruction in this campus. Every lecturer makes sure that their student speaks only in English while they are in the campus.

d. Maintenance of Discipline:

1. It shall be the duty of all categories of employees to assist the Head of the Institution in the maintenance of absolute discipline in the Institution. All employees shall merge themselves into a disciplined team, setting aside individual opinions and caprices for the higher academic purpose of the Institution and they shall together strive to project a good institutional image.
2. No employee shall participate in any subversive activity nor shall she/he, directly or indirectly, by himself/herself or through others, either by word or deed, instigate, incite, abet or encourage any student/ students to indulge in any act of indiscipline, inside or outside the institution, detrimental to the functioning of or the interests of the Institution.
3. All the staff are instructed to abide all the rules lay down in earnest in the light of the transformation of self and the institution.

V. LIBRARY DIRECTOR

1. He is the representative of the management in the library.
2. He is overall in charge of the entire library.
3. He has to arrange along with the Librarian, the planning in the library.
4. He signs along with the Librarian all the notices meant for the staff and the students.
5. He has to see that discipline is maintained in the library.
6. For any ordering of books or any item of furniture in the library, the Library Director's consent is necessary.
7. He signs all bills and checks whether the books ordered were bought or not.

8. The granting of leave to the management staff is done with his consent.
9. For any staff appointment to the library and also for any staff transfer from the library his consent is necessary.
10. The Librarian brings to the notice of the Library Director any change in the normal functioning of the library e.g., if the number of volumes lent is more than allowed by rules.
11. He has to check whether the functioning of the staff in the library is satisfactory. If there are complaints against any staff in the library, he has to call them and advise them. If they fail to correct themselves, he reports to the Principal or to the Correspondent.

His advice is sought by the Librarian for imposing or cancelling of fines

VI. DUTIES OF THE PHYSICAL EDUCATION LECTURERS

1. They should assist the Principal in matters of discipline, conducting functions and other related works.
2. They should write on annual plan for the academic year with regard to sports and games.
3. They should send the late comers to the library and shall see maintenance of discipline in the campus during the class hours.
4. They should be prepared to coach the students after the regular classes in the evening. i.e., they have to stay back and given training in various games and other athletic events.
5. They should represent the College at least in three or four inter College competitions.
6. They should not use corporal punishments or indecent words against students, in case of poor performance in any competition.
7. They should make use of their leisure time in constructive activities, especially in planning, improving their own skills in the games.
8. They should be courteous and polite with the parents
9. They shall plan memorial tournaments ahead of the time and prepare the budget for the same in advance.

2. The budget for the following academic year should be planned with the help of the director of sports and submit the same to the Principal for the approval.
3. They shall plan and focus to recruit national or state level players into our college in order to prepare better teams for all the games and sports.
4. Maintain a record of conducting sports and games in the college and prepare a report of each game with visuals/photographs.
5. It shall be the duty of the physical education director to maintain the games grounds neat and tidy all the time of the year.
6. The physical education director is also in charge of college gym and has to look into the maintenance of it.
7. He should make sure that no sport student indulge in any unruly behavior in the campus and should also look into their regular attendance.

VII. DUTIES OF THE NON-TEACHING STAFF

1. The college office remains open every day of the academic year and the staff is to be on duty except on Public / General Holidays. Due to the nature of the Institutions and exigencies of work, the office remains open even during the terminal and annual vacations. However, the Principal decides the working hours during vacations and the staff shall be present in the office on rotation.
2. All the Files and records are to be maintained up-to-date by the concerned employees. If the work is not completed at any given time; the employees shall put in extra time to complete the work at hand without claiming extra wages. Every employee shall put in a minimum 8 hours of work daily inclusive of break hours. All the documents issued by the office should bear the initials of the clerk concerned before presenting the same for the Principal's Signature.

Office Staff:

1. It is the responsibility of the office staff to prepare the fee defaulters list at the end of the month and inform the defaulters about the payments to be made, the penalties etc.

2. It is the responsibility of the office staff to see that the office is maintained clean and tidy and the records and files are properly labeled and arranged for easy reference.
3. The concerned assistant shall register (maintain a separate inward and outward registers for this purpose) the letters received from the Government or the Department and put them up to the Correspondent / Head of the Institution for necessary orders.
4. They shall prepare the monthly pay bills of the teaching and the non-teaching staff of the Institution.
5. They shall preserve all the records of Management such as Admission Register, T.C. books, Cash Registers, Attendance Registers, Acquittance Register, leave accounts, E.P.F Register etc. They should maintain a list of sixteen registers pertaining to college registers.
6. They shall maintain leave accounts of the teaching and the non-teaching staff of the institution and submit them to the authority concerned. (Maintain a separate register).
7. They shall collect fees such as special and tuition less and post them in the daily fee register and also obtain the signature of the Head of the Institution.
8. They shall maintain all records up-to-date, such as cashbook, ledgers, all files and records, and keep them ready for scrutiny and audit as and when asked for by the Head of the Institution.
9. They shall maintain a separate stamp account and accounts relating to special fees and other fees, and vouchers etc.
10. They shall see that the Service Register entries are made up-to-date.
11. They shall carefully prepare the Nominal Rolls and extend other required help for conducting the examinations.
12. They shall deal with the parents and the guests diligently and politely while giving information.
13. They shall maintain all the records up to date
14. They should work collectively for any work of the College.
15. Attendance records, Leave records of the students shall be maintained

16. Immediate information should be given to the parents if a student is not found in the College unless otherwise if he/she has applied leave.

Library Staff:

1. Library is a Place of learning so it should be kept clean, neat and should maintain silence all the time. It is a place for acquiring knowledge from various fields so it should be equipped with maximum number of books, magazines, other learning materials that should be helpful to students and staff.
2. The Staff shall be very cordial to the students and staff so that everyday a maximum number of students and staff visit the library. The staff shall know thoroughly the place and the shelf or rack where the particular books or magazines are place/stored.
3. They should be very punctual and regular and maintain the timings of their duties in order to avoid the inconvenience to the staff and students who visit the library.
4. The librarian shall prepare an indent for books at the beginning of the academic year, in consultation with the concerned subject lecturer and Head of the Institution.
5. He/she shall see that the books are not eaten away by white ants etc. Report to the Head of the Institution in case of any danger of white ants.
6. He/she shall prepare a catalogue of the books subject-wise.
7. He/she shall issue books to the students and see that they are returned on time and in good condition.
8. He/she shall maintain the account of periodicals and their circulation among the staff members and students of the Institution.
9. He/she shall maintain the stock-register up-to-date with full details of books purchased. Stock verification shall be done at the end of the year.
10. Should report to the principal loss of books/damage if any
11. New books that are bought shall be registered immediately in the stock register.
12. Digital library to be well –maintained.
13. Departmental libraries should be improved with the knowledge of HOD and staff
14. Seminars and workshops to be conduct on how to utilize the library facilities.
15. Eating and sleeping in the library should be avoided
16. They shall register and take care of the late comers during the college hours.

Lab Assistants:

1. They shall keep the laboratory clean and tidy.
2. They should maintain a log book.
3. They should cordially work with all the teaching and non-teaching staff.
4. They should monitor the students in the lab.
5. Lab materials should not be taken outside or exchanged without the knowledge of the HOD or Block in charge.
6. A separate stock register of the instruments and the consumables should be maintained.
7. Any repair or damage should be taken to the notice of the HOD that very particular day or the following day,
8. They shouldn't entertain any other/s or person/s into the lab.
9. Eating, sleeping, using the cell phones in the lab by the nonteaching staff is strictly prohibited
10. They shall be responsible for dusting of equipment tables and apparatus, which should be done carefully at least once in three days.
11. They shall see that the apparatus is kept in the proper place after use, either by the teacher or by the pupils
12. They shall see that the students do not take away the apparatus or any material from the laboratory.
13. They shall also see that the students do not touch the acids and other dangerous chemicals.
14. They shall arrange the apparatus for conducting experiments.
15. They shouldn't have any sort of meetings in the lab without the permission of the Management.
16. All labs should be cleaned every day and kept tidy. They should be on high alert due to the cost of the lab furniture and equipment.

Duties of the Class IV Employees:

1. Qualification: The minimum qualification for attenders is Tenth class passed.

2. They shall be appointed on contract basis for two/three years subsequently, they may be regularized depending on their performance and character.
3. They shall maintain the cleanliness and upkeep of the institution and its premises, namely classrooms, laboratory, library, staff-room, toilets and play-ground etc.
4. A valid birth certificate should be insisted upon from the contingent employees.

Duties of Attenders:

1. He/she shall have to sign the attendance register starting from one week before the reopening of the college after summer vacation.
2. Every day he/ she will sign the attendance register by 8.30am, after signing he/she shall proceed to his/her respective place of work within five minutes. He/she shall sign the attendance register at the end of the duty time in the evening. (Biometric system is used both in the morning and in the evening.)
3. He/she will be present in the college during working hours.
4. At all times, the attenders will remain at the allotted work place except when required to move in furtherance of official information.
5. Any movement for personal reasons will only be on the basis of specific permission from the immediate superior, namely HOD/ lecturer in –charge of the lab. To leave the premises during working hours he/she has to obtain a gate pass from the vice-principal.
6. Except in emergency cases, prior permission from the Principal has to be obtained whenever, he/she avails oneself of causal leave; signature of HOD and vice Principal in the leave letter to be obtained to enable them to make alternative arrangements in the lab or wherever one is working.
7. The duties are assigned by the principal
8. He/she shall follow the directions of the vice-principal, dean, HOD / Block in charge of the respective block, in discharging his/her duties for the smooth functioning of the college.
9. He/ she shall maintain the upkeep of the institution and its premises, namely , office laboratory, library, staff rooms and playground etc.

10. He/ she shall keep the work place clean and tidy by sweeping, dusting, mopping etc.
11. He/ she will help in other office works in his/ Her respective placesw.
12. During the final /semester end practical examinations the assigned attender/s should arrange lunch to the external examiners and also should keep the place clean after meals and stay on till the examination is over.
13. Whenever there is a need, the principal may change or assign the personnel to any of the above mentioned responsibilities.
14. Whenever there is no work in the assigned work place, he / she will be given another work by the principal, as the need arises.
15. During the short term holidays, such as Dussera and Christmas holidays he/ she shall do the general cleaning and any other work assigned to him/her by the principal/ correspondent or the nominee of the principal.
16. Cell phones shall be switched off while on the duty.
17. It is the duty of the attender to switch off the lights, fans or any other electrical connection/ switches that need to put off, as well as to close the gas connections / water taps in his/ her work place, before leaving the work place.
18. Applying leave during examinations is to be avoided, except on an emergency, following the usual process.
19. If or she is allotted to laboratory , he/ she must do the following:
20. He/ she shall bear responsible for dusting the equipment and apparatuses and it should be done carefully at least once in three days.
21. He/ she shall see the apparatuses is kept at the proper place after use, either by lecturer or student.
22. He/ she shall see that the student do not take away the appartueres or the material from the laboratory.
23. He/ she shall also see that the students do not touch the acids and other dangerous chemicals.
24. He/ she shall arrange the apparatuses for conducting the experiments.

25. He/ she shall open the doors and windows of the laboratories., classrooms staff rooms etc. in the morning and he/ she shall aslo close the same in the evening after completion of practices in the laboratory.
26. The attender should be available in the lab during lunch hour and his/ her lunch hour can be adjusted accordingly either before students lunch hour or after the students' lunch hour.

If he/ she is allotted to library, he/she must do the following:

He/ she assigned to library shall be available in the library during the lunch time of the college when the students come to return or to borrow books. And his/ her lunch time is so arranged either before or after the lunch time of the college.

Besides the above, as and when need arises, the following works will be allotted to all attenders:

Helping in the examination work:

1. he/ she shall stamp the answer scripts, carry them to various halls, prepare the hall by numbering, distribute twine, passing of attendance slips in different blocks , water etc. and rearrange the halls after the examinations. He/ she shall bring back the answer scripts to the examination office once the examination is over and distribute the answer scripts bundles to the lecturers concerned.
2. Normally staff cannot take leave except on an emergency. In such case, they must adjust with some other attender. They must inform and seek written permission from the Chief superintendent / Principal.
3. He/ she assists in the common functions of the college, such as the college day, sports day, seminars, meetings and all other functions in whatever way his / her help is required . He / she will assist the one who will be in charge of organizing such functions.
4. Whenever he/ she is asked to come and work on Sundays or on other Government holidays, he/ she is entailed to get some remuneration fixed by the management.