

ADMINISTRATIVE ROLE AND RESPONSIBILITIES

GOVERNING BODY ROLE AND RESPONSIBILITIES

Governing Body is the group of people given the power and authority to form the policy and steer the overall direction of an organization. Setting long term direction for the organization is the Governing Body's most important role. Once the Governing Body has set the purpose and vision for the future of the organization, it will work together with management and other stakeholders through a process to plan the strategies that will take the organization towards that purpose and vision.

- The Constitution of Governing Body of autonomous college is as per UGC guidelines with Commissioner of Collegiate Education as Chairman and state government Nominee, Educationalist, Industrialist, University Nominee, Teachers of College nominated by principal, UGC Nominee, Principal and Ex-officio.
- Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:
- Guide the college while fulfilling the objectives for which the college has been granted Autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- To approve annual budget of the college before submitting the same to the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.
- The primary job of the Governing Body is to protect the rights, interests



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Principal
Government College for Women (A)
Melur

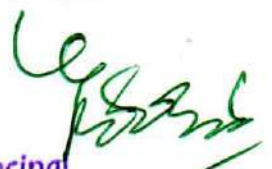
and wellbeing of all the members on whose behalf the organization is working.

PRINCIPAL'S ROLE AND RESPONSIBILITY

The Principal of an Institution should always be fair and consistent, discreet, dedicated, honest, objective, protective, supportive and law abiding. The Principal has to

- Outline a policy and plan to execute the vision and mission of the institution
- Ensure that the long-term and short-term development plans of the Institution are duly processed and implemented through relevant authorities, bodies and committees.
- Plan the budgetary provisions and go through the financial audited statements of the Institution
- Direct and monitor the administration of the academic programmes and administration of the Institution.
- Ensure that quality in education and academic services is maintained for continuous improvement.
- Be responsible for detailed organization of the college and development of the instructional program.
- Arrange and participate in Statutory and Non – statutory body meetings as Chair Person, advise in various policy decisions and ensure implementation of decisions
- Promote industry institution interaction and inculcate research development activities.
- Form various college level committees which are necessary for the development of the Institution.




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- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Hold regular staff meetings for the purpose of discussing educational and administrative matters.
- Take necessary action as and when required to maintain discipline in the Institution.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Conduct meetings with student chairperson and class representatives and listen to the students' ideas and set a supportive tone.
- Encourage concerted academic endeavors' to create learning ambience.
- Steering the research and innovation activities in the college among staff and students.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholders' feedback.
- Sanction casual leave and all other types of to teaching staff, sanction increments to the teaching and nonteaching staff.
- Represent the institute in various State and regional level bodies, societies, councils as required.
- Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
- Conduct Meetings with Internal Quality Assurance Cell to ensure Quality Management of the Institution .
- Supervision of living conditions of students in hostel.
- The Principal should carry the highest integrity and exhibit outstanding and strong




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leadership skills.

Vice Principal assists Principal in the above said responsibilities. Vice Principal will officiate in the absence of Principal.

VICE PRINCIPAL'S - ROLE AND RESPONSIBILITY

The Vice Principal of the College assists the Principal in all the administrative matters of the college. He/she shall also carry out all the work of the Principal in the day to day matters of the administration during the absence of the Principal. Similarly he/she shall carry out all the work as instructed by Principal from time to time.

- Checks the Teaching Diaries and Notes of the faculty members at the end of every month
- Monitors the conduct of the class work
- Advises and supervises the student union activity
- Signs and ensures the issue of Transfer, study and conduct certificates
- Authenticates the student ID for the procurement of Bus passes by students
- Functions as in house Squad member during the conduct of Internal as well as external semester examinations.
- Maintains all the Staff council minutes and registers
- Plans and executes the conduct of annual college, cultural and sports days under the guidance of the Principal

ADMINISTRATIVE OFFICER ROLE AND RESPONSIBILITIES

The following are duties/powers delegated to the Administrative Officers working in the Govt. Degree Colleges vide procs. Rc. No. 116-k1-4/80 dt 12-3-1981 under the overall supervision and control of the principal.

- Responsible for all fee collections and other collections due from students and others.
- Signing the cash book (General and Special) and all subsidiary records relating to them.
- Cancellation of Vouchers.
- Drawing the salary bills of the Teachers and Non-teaching staff. (All sanctions to be given by the Principal), Administrative Officers will be drawing and disbursing




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officers.

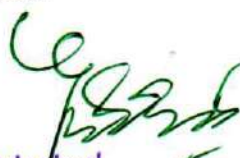
- Preparation of Admission Registers, Term Fee Registers, D.C.B (Demand, Collection, and Balance) statements and all periodical returns.
- Attestation of entries in Service Registers after sanction by the principal or other higher authorities.
- Preparation of Budget estimates, Revised Estimates, Number statements and all matters concerned with them.
- Reconciliation of expenditure with the treasury figures and reconciliation of pass books with Treasury figures (the principal will operate the P.D. Account).
- Sanction of Casual leave, Optional holidays and Compensatory leave to Non teaching staff below the rank of U.D. Clerks.
- Attestation of non-teaching staff Attendance Registers daily.
- In charge of Stationery and forms, indents, Issue of Stationery and maintenance of connected records.
- Routine correspondence not involving policy matters and signing of fair copies.
- The Administrative Officer is accountable to the Principal of the College.
- Principal should verify cash book and pass books and other important records at least once in a month regularly and sign on them as a token of verification to ensure updating and correctness
- He/ She should monitor the movement of files going to the Officers/Principal and back from them.

HODs' ROLE AND RESPONSIBILITIES

Role and Responsibilities of the HOD/ In-Charges of Departments

- Allocate the subjects to the faculty members well in advance before the commencement of the semester/year.
- Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before




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the commencement of the class work.

- Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the Principal.
- Verify the student attendance registers maintained by the staff members once a week and submit to the Principal for verification once in a fortnight.
- Instruct the faculty members to set the question papers as per the instructions from the Principal and to maintain the confidentiality and also to evaluate the scripts promptly to assess the standards of the students.
- Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
- Communicate the attendance particulars and internal marks of students to the parents concerned from time to time with the help of class advisors.
- Counsel the students who are absent for the mid test or irregular to the class work.
- Route all the correspondence through the office of the principal.
- Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head In- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
- Allocate the students to the teacher-counselors in the beginning of the academic year.
- Inform the authorities concerned of any important information of events taking place in the Department from time to time
- Arrange special classes if necessary for the benefit of below average students.
- Ensure academic discipline in the department.
- Follow the guidelines / instructions given by the Principal from time to time.
- Maintain and update the files and registers in the Department.




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- Make arrangements to lock and seal all the laboratories before leaving the premises.

TEACHING STAFF ROLE AND RESPONSIBILITIES

Teachers are expected to:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and their profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.




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