



**S.K.R. & S.K.R. Govt. College for Women (Autonomous), Kadapa.**

**Reaccredited with 'B' Grade by NAAC**

**Y.S.R.Kadapa District – 516001, Andhra Pradesh, India.**

## **Professional Code of Conduct**

A professional code of conduct is a document that explains the Professionalism with values, discipline, duties and responsibilities to the employees of educational institution. SKR & SKR Government College for Women (A), Kadapa acknowledges that an educational institution should have its moorings in those principles and ideas which have sustained the Indian heritage for centuries and which account for its undiminished charm. The following principles are in practice by all the fraternity of college.

- **Patient and Courteous**
- **Inclusive**
- **Considerate**
- **Respectful**
- **Polite words**
- **Our differences can be our strengths**
- **Communicative**
- **Continuous Professional Growth**
- **Dignity of the Profession**
- **Membership of Professional Organizations**
- **Participate in extension, co-curricular and extra-curricular activities including community service**
- **Acting as Mentor or Guide to the Student**
- **Motivating the students in attainment of goals**
- **Enrichment of Knowledge, Skills and Technology**
- **Enhancing Skills and Abilities in students**

- **Inspiring Teacher**

## **ROLES AND RESPONSIBILITIES OF THE PRINCIPAL**

| <b>Name of the Principal</b> | <b>Qualifications</b>             | <b>Years of Experience</b> |
|------------------------------|-----------------------------------|----------------------------|
| <b>Dr. P. SubbaLakshumma</b> | <b>M.Com., M.Phil.,<br/>Ph.D.</b> | <b>30</b>                  |

### **Qualification:**

- ❖ **PG with 55%**
- **Ph.D. in relevant subject**
- **15 years of teaching experience**
- **Must clear Account Test for Executive Officers**

### **Principal a Responsible Leader:**

- The Principal is the academic and administrative leader of the college.
- Principal acts as liaison between higher authorities and the stakeholders of the college and implementing the guidelines of Andhra Pradesh State Council of Higher Education and the guidelines and instructions received from Honorable Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada, RJDCE, UGC, Affiliating YV University and local authorities.
- Framing objectives and goals of the college keeping in view the vision of the college, Empowering Women Students by imparting value based quality education with employability skills and strives hard for the overall

development of the college.

- Principal prepares Strategic plan, executes, supervises, reviews academic progress based on the outcomes and result-analysis and initiates remedial measures.
- Encouraging the activities of NSS, NCC, Sports and Games, Eco club, Consumer club, Anti Ragging Cell, Women Empowerment Cell, Students Union etc. with the involvement of staff and students.
- Preparing the institution for NAAC by constituting IQAC Criterion-wise Steering Committee and reviewing the status of Criterion-wise inputs.
- Submitting information to higher authorities in soft and hard copies.
- Attending Review meetings convened by Honorable CCE and RJDCE, DRC and Tele conferences, Video conferences etc.
- Attending Workshops and Seminars to enrich knowledge with academic and administrative procedures.
- Implementing the Government Orders and instructions of Honorable CCE with regards to Academic, Administrative and Financial matters.
- Evaluation of API - Academic performance Indicator Score of Lecturers based on documentary evidences submitted by them with IQAC Coordinator and uploading in our CCE Website [apcce.gov.in](http://apcce.gov.in)
- Preparation of AADPI – Academic, Administrative and Development Performance Indicators Score to Honorable RJDCE madam for evaluation at the end of every academic year as per the instructions of Honorable CCE sir.

### **Academic Functions (Powers):**

- To create good academic ambience in college premises.
- To prepare Semesters-wise Academic Calendar for the academic year by incorporating APSCHE, CCE and Affiliating YV University calendars.
- To prepare Institutional Curricular plan by involving IQAC TEAM and Incharges of the Depts.
- To monitor regular teaching classes and to maintain discipline in the College.
- To encourage innovative ICT Teaching-Learning practices by using Virtual Classes and Digital Classes.
- To ensure regular Curricular, Co-curricular, Extra-curricular activities in all disciplines.
- Motivating Teaching faculty and students to register in MOOCs and Other online courses and complete.
- Encouraging faculty and students to register and access UGC-INFLIBNET.
- Pursuing faculty and students to register in LMS – Learning Management System and usage.
- Inspiring the faculty to prepare e-content development and upload in LMS and also online education.
- Steering the research and innovation activities in the college.
- Creating Awareness Programmes on Gender Sensitization and Equality.
- Arranging academic seminars/workshops in association with external Agencies.
- To maintain College Activity Register at college level.
- Reviewing the performance of the students based on CIA and External Evaluation.

#### **Administrative functions:**

- Sanction of Leaves Leave to Teaching and Non-Teaching Staff within the jurisdiction.
- Sanction of Periodical Increments to the Teaching and Non-Teaching Staff.
- Upkeep of Service Registers, Files, Records with the administrative staff.
- Issue of TC and Conduct Certificate to the outgoing students.
- Uploading Budget details in required Proformas.
- Submitting Number statements and Numerical statements.
- Constitution of various Committees for smooth functioning of the college.
- Submitting information to NIRF, APSCHE, CCE, RJDCE, UGC, Affiliating YV University etc.

### **Financial Functions(Powers):**

- ❖ Temporary Advance from GPF: Sanction of T.A. from GPF to Teaching and Non-Teaching Staff.
- ❖ Reimbursement of the tuition fee.
- ❖ To conduct Annual Stock Verification of all Departments, Office and Committees where purchases done and maintained Stock Registers on or before 31st March every year.
- ❖ Medical Reimbursement: To process medical reimbursement to staff.
- ❖ Budget Allocation: To allot Budget amount to various Departments of the college as per the guidelines issued by the competent authorities concerned.
- ❖ Utilization of Special fee/ PD Funds: To sanction expenditure towards purchases made by the beneficiary departments and committees of the Special fee.
- ❖ CFMS & PAYROLL-DDO Functions: To perform the duties of Drawing

and Disbursement Officer such as processing of Salary bills, Increment bills, Medical bills, Remuneration bills, Budget bills and Purchases from vendors of college in CFMS (Comprehensive Financial Management System).

- ❖ Reconciliation of Expenditure: Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.
- ❖ Quarterly filing of TDS returns to the Income Tax Department within the stipulated dates.
- ❖ Preparation and submission of UGC Plan Proposal for a plan period.

### **Roles and Responsibilities of a Vice-Principal**

| <b>Name of the Vice-Principal</b> | <b>Qualifications</b> | <b>Years of Experience</b> |
|-----------------------------------|-----------------------|----------------------------|
| <b>Smt. L. Sudheera</b>           | <b>M.Phil</b>         | <b>26</b>                  |

#### **Qualifications:**

Senior Lecturer in the College.

#### **Responsibilities:**

- There are no administrative & financial powers of delegation in particular.
- The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the absence of Principal.
- The appointment authority is the Principal of concerned college.
- Vice Principal helps set the agenda for monthly staff meetings and form committees for lecturers
- Attends various administrative and academic meetings and represents College in the DRC meeting, scholarship meetings and Commissioner meetings in absence of the Principal
- . Vice Principal regularly meet with personnel, Students, Lecturers, parents and settles any issues prevailing in the academic affairs of the College.

- Looks after Overall College Discipline
- Monitors Student attendance daily
- Adjusts work to the other faculty members in the absence of other Lecturers.
- She speaks to students who are sent to the office for inappropriate behavior and determines the consequences.

### **Roles and Responsibilities of the Controller of Examinations**

| <b>Name of the COE</b> | <b>Qualifications</b> | <b>Years of Experience</b> | <b>Nominated by</b> |
|------------------------|-----------------------|----------------------------|---------------------|
| <b>Smt. B.Yugavani</b> | <b>M.Sc</b>           | <b>12</b>                  | <b>Principal</b>    |

Facilitates the Principal by carrying out the following functions:

1. Coordinates with respective HoD's and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
2. Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
3. Receives the filled in Examination Application forms from the students.
4. Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
5. Arranges to prepare the list of candidates and the courses for which they are appearing for.
6. Arranges for the issue of Hall tickets.
7. Conducts the examinations on behalf of the Chief Superintendent and publication of results within one month after the completion of examinations.
8. Arranges to inform examiners for the spot valuation of answer scripts in the college.
9. Arranges the Mark Statements and the Consolidated Mark Statements of students.
10. Arranges for the conduct of supplementary Examinations for outgoing students after the publication of final year results.
11. Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
12. Informs the Chief Superintendent with regard to the malpractice cases, if any, and takes necessary action.

13. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the College.
14. Conducts result analysis and provides the same to each HoD, in-charges and Principal.
15. All examination concerned records to be kept in safe custody and be made available as and when required
16. Any other task, which may be assigned by the Principal from time-to-time
17. In the absence of the COE/ ACOE(s), her duties shall be performed by any officer or teacher of the University as assigned by the Vice-Chancellor.

### **Roles and Responsibilities of the Assistant Controller of Examinations**

#### **ACOE reports to the Controller of Examinations.**

##### **Pre-Examination work:**

- (i) To conduct examinations in a disciplined and efficient manner;
- (ii) To arrange for the setting of papers with strict regard to secrecy; To maintain the data from the module handbooks regarding the scheme of the assessments (On Semester Basis) Pre- Printing of Examination Stationary (answer books, transcripts, degrees etc.)

##### **Conductance of Examination and Preparation of Results**

- (i) To co-ordinate and help COE in conducting the examination without any errors.
- (ii) To arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results;
- (iii) To issue the pre-printed stationary To maintain the records of each component of assessment (On Semester Basis)
- (iv) To help in processing of result (On Semester Basis) To help in declaration of results (On Semester Basis)

##### **Post Examination work**

- (i) To constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
- (ii) To form mechanism for redressal of grievances (On Semester Basis) To receive the verification and revaluation email form students.
- (iii) To make the arrangement for distribution of degrees, diplomas and certificates.
- (iv) To issue duplicate transcript / degree (if lost).

### ROLE AND RESPONSIBILITY OF A COLLEGE NCC CTO

| Name of the CTO  | Qualifications | Years of Experience | Selected by        |
|------------------|----------------|---------------------|--------------------|
| Dr.M. Padmavathi | M.Sc           | 4                   | Commanding Officer |

**Qualification:** Lecturer with NCC experience.  
Lecturer nominated by the Principal.

**Responsibilities:**

- She has to perform the duties as per the directions given by the Principal from time to time.
- She has to conduct NCC activities at Institution level in co-ordination with the Commanding Officer of NCC unit.
- She has to conduct NCC days, supervise parades on the occasion of Independence Day, Republic day and other functions with the NCC Cadets.

She should provide security services through NCC Cadets whenever programs are conducted at the institution.

- She should encourage / prepare the students to attend NCC Camps and also to participate in the examinations conducted like 'B', 'C' certificates which will ensure them to get into police or defence services.
- She should encourage the students to work in co-ordination with local police whenever they are asked to assist during any functions or processions or elections.
- She should encourage the students to participate in rehabilitation programs like floods, earth quakes, any other natural calamities.

| Activity    | Name                  | Designation         | Date |
|-------------|-----------------------|---------------------|------|
| Prepared by | Miss K.Namratha       | Lecturer in English |      |
| Reviewed by |                       |                     |      |
| Approved by | Dr. P. Subbalakshumma | Principal           |      |

## NSS PROGRAM OFFICER ROLE AND RESPONSIBILITY

| Name of the ACOE     | Qualifications | Years of Experience | Nominated by |
|----------------------|----------------|---------------------|--------------|
| Dr. G. VijayaLakshmi | M.A., Ph.D.    | 12                  | Principal    |

**Qualification:** Lecturer nominated by Principal

**Responsibilities:**

- She has to perform the duties as per the directions given by the Principal from time to time.
- Awareness shall be created in volunteer about the value of service and they should be treated properly to carry out the task assigned.
- To Organize Programmer as per the guideline and direction from NSS Officer of Concerned University.
- To Organize regular Programmers to be Organized throughout the year for the maintenance of college campus, work in slums, general service Programmer like Blood donor activities to promote civil sense awareness programmer, Project works that empower weaker section of Community.
- To Conduct Special Camps in nearby rural areas
- Constructer Programmer like laying of roads repairing Culverts, major irrigation projects, digging of wells, plantation of trees, improvement of sanitation they can be taken up in special camp to adopted a Village.

## IQAC COORDINATOR ROLE AND RESPONSIBILITY

| Name of the Coordinator | Qualifications | Years of Experience | Nominated by |
|-------------------------|----------------|---------------------|--------------|
| Dr. C.V.Krishnaveni     | M.Tech., Ph.D. | 4                   | Principal    |

**Qualification:** Lecturer nominated by Principal

**Responsibilities:**

- ✓ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

- ✓ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- ✓ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- ✓ Dissemination of information on various quality parameters of higher education;
- ✓ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- ✓ Documentation of the various programmes/activities leading to quality improvement;
- ✓ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- ✓ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- ✓ Development of Quality Culture in the institution;
- ✓ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- ✓ Liaison with the external agencies/bodies on matters related to quality system.
- ✓ Holding Review Meetings and updating the Quality System.
- ✓ Feedback collection from students and other stakeholders and its analysis.

## **ACADEMIC CO-ORDINATOR ROLE AND RESPONSIBILITY**

**Qualification:** Senior Lecturer in the College

**Responsibilities:**

**Planning:**

- Whether it is the development of educational programs, faculty development, recruitment or any other activity, he plays an active part in planning these activities.
- He recommends best methods for these activities to attain desired results.

**BOS:**

- To conduct Board of Studies meetings of all departments and to finalize the curriculum.

**Evaluation:**

- All the short term and long term program of an educational institute are evaluated by the academic coordinator.

He communicates with the participants of the programs to find out whether it has been effective and if not, then the measures that need to be taken to improve the programs in future.

#### **Leadership:**

An academic coordinator leads all the programs including research projects of students and faculties.

- He provides necessary assistance to the faculty and staff and other personnel in the institute.

#### **Documentation and Reporting:**

- Documents the ongoing activities and programs in the institute.

He prepares and presents reports to the dean or management during staff and board meetings.

### **INCHARGES OF THE DEPARTMENT: ROLES AND RESPONSIBILITIES**

**Qualifications:** Senior Regular Faculty in the respective department.

#### **Responsibilities:**

##### **Towards Faculty**

- ✓ Assisting faculty in providing a quality educational experience for students.
- ✓ Recommending, mentoring, and supervising faculty.
- ✓ Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- ✓ Providing the principal with inputs regarding the various activities of the department.

##### **Program and Curriculum**

- ✓ Preparing and recommending class schedules like allocating classes (theory and lab), preparing the time-tables.
- ✓ Supporting the integrity of curricula, encouraging student success.
- ✓ Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the department.
- ✓ Providing leadership to meet the instructional goals of the department and college.

**Department**

- ✓ Conducting regular meetings of the department faculty.
- ✓ Coordinating the formulation of department short- and long-term plans.
- ✓ Facilitating interaction and collegial spirit among the department faculty.
- ✓ Coordinating the preparation of proposed departmental budget request.

**Administrative**

- ✓ Represents the department at meetings of department chairs.
- ✓ Assists with student complaints, and grievances originate in the department.
- ✓ Plans, executes, and monitors academic and support activities of the department
- ✓ Maintains discipline and culture in the department
- ✓ Maintains records of departmental activities and achievements.

| <b>Sl. No.</b> | <b>Department</b> | <b>In-Charge</b>           |
|----------------|-------------------|----------------------------|
| 1.             | English           | P. Sujatha                 |
| 2.             | Telugu            | Dr. Shazeeya Begum         |
| 3.             | Hindi             | Dr. Shazeeya Begum         |
| 4.             | Urdu              | Dr. Shazeeya Begum         |
| 5.             | History           | T. Sreenivasulu Reddy      |
| 6.             | Economics         | Dr. G. Vijaya Lakshmi Devi |
| 7.             | Political Science | M.VeeraBhadraiah           |
| 8.             | Botany            | Dr. P. Subramanyam         |
| 9.             | Zoology           | Dr. P. Sachi Devi          |
| 10.            | Bio-technology    | Dr. P. Sachi Devi          |
| 11.            | Chemistry         | L.Sudheera                 |
| 12.            | Micro-Biology     | Dr. B. Priyadarsini        |
| 13.            | Commerce          | V. Sreerama Reddy          |

|     |                  |                     |
|-----|------------------|---------------------|
| 14. | Mathematics      | Dr. P. Gurivi Reddy |
| 15. | Physics          | Dr. M. Padmavathi   |
| 16. | Computer Science | A. Haritha          |
| 17. | Statistics       | N. Raghavendra      |

## **LECTURER'S ROLE AND RESPONSIBILITY**

### **Qualifications:**

P.G with minimum 55%  
 UGC NET, APSET, PhD  
 APPSC DL Examination

### **Responsibilities:**

- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
- Development of course handout material.
- Development of audiovisual/multimedia materials for the topic presented.
- Prepares and executes Lesson Plan.
- Completing syllabus within the stipulated time.
- Reports to the class on time.
- Utilizes classroom assessment techniques
- Develops test questions in consultation with the course coordinator
- Evaluates tests (if appropriate, based on type of test)
- In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course
- Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes

sincere attempt to solve their difficulties (academic and personal counseling).

- Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
- Keeps a secure record of each student's results, both electronically and in hard copy,
- Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
- Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues.
- Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
- A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.

### **ADMINISTRATIVE OFFICER ROLES AND RESPONSIBILITIES**

**Qualifications:** Graduation with 55%

He/ she should have passed the accounts test.

#### **Responsibilities:**

- Fee collection and other collections due from students and others.
- Signing of 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 sanction to be given by the Principal), Administrative Officers will be drawing and disbursing Officers.
- Preparation of Admission Registers, Term Fee Registers, C.C.B 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 connected 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.
- In charge of Stationary and Forms, Indents, Issues of Stationary and maintenance of connected records.
- The Administrative officer is accountable to the Principal of the Office.
- Principal should verify cashbooks, passbooks and other important books at least once in a month and sign on them to justify the verification process and ensure updating and correctness of the data entered.

### **SUPERINTENDENT ROLE AND RESPONSIBILITY**

#### **Qualifications:**

- **Graduation with 55%**
- **Accounts Test**

#### **Responsibilities:**

- He/ She should monitor the movement of files going to the Officers / Principals and coming back from them.
- He / She should guide the Officers / Principal with correct and latest rule position on the subject and assist them in taking correct decision.
- He /She should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.
- He/ She sees that the assistants, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedures and also records are updated.
- He/ She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed proforma and submit them to the Officers/ Principal before 5<sup>th</sup> of every month.
- He/She should supervise the remainder files maintained by assistants.
- The Superintendent is accountable to the Administrative Officer and the Principal. The superintendent working in a college should also supervise the Service registers, leaves accounts of the staff working in the college and guide the Principal in proper disposal of the

issues.

- He/ She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with the rules invogue.
- He /She will guide the Principal in the operation of the Government budget, special fee collection and the funds / grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance withthe rules andregulations.

## **SENIOR/ JUNIOR ASSISTANTS ROLE AND RESPONSIBILITY**

### **Qualification:**

- Intermediate with 55%
- Accounts Test

### **Responsibility**

- The Assistant should enter all tappals received in the inward register andsubmit them to Superintendent for distribution to the concernedassistants.
- After receiving the tappals they should be entered in the personalregister (maintained in the prescribed format) by the concernedassistant.
- While registering the current they will be sorted out in two groups, the newcurrents and reference received on oldcurrents.
- All details of the new currents are clearly entered in the P.R in the columns prescribed. The reference and old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentionedin thereferences.
- All details of the new currents are clearly entered in the P.R in the columns prescribed. The reference and old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentionedin thereferences.
- The assistant should initiate the note pointing out the facts and the rule positionin the note file opened on the current. The note file is continuous with page numbers and Para numbers. The currents on the subject are maintained in current file. The note file and current file are always together in the dale file pad.
- The assistant should maintain a 'Reminder Diary' in prescribed proforma. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder diary.

- The assistant should also maintain the register of court cases and register of disciplinary cases.
- The assistant should bring forward all indisposed files to the current year's personal file on the 1<sup>st</sup> of April every year.
- When the file is disposed of finally the assistant should send it to record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to stock.
- The assistant should dispose of the file within three working days of its receipt by him/her.
- The Senior and Junior Assistants are accountable to the Superintendent of the office.

### **LAB ASSISTANT ROLE AND RESPONSIBILITY**

#### **Qualifications:**

Graduation with 50% in the concerned subject

Non Teaching Post

#### **Roles and Responsibilities:**

- To maintain the Stock Register and Consumable Register.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To hold those responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab

## **HERBARIUM KEEPER ROLE AND RESPONSIBILITY**

### **Qualifications**

- Graduate with 45%
- Botany as one of main subject

### **Responsibilities:**

- This post is for Botany department only.
- Fumigates, presses, and mounts plant specimens, and maintains collection records of herbarium maintained by the institution. Records identification information concerning incoming plants.
- Places specimens in fumigation cabinet and turns valves to release toxic fumes that destroy insects, fungus, or parasites adhering to specimens.
- Arranges specimens between sheets of paper so that upper and under portions of leaves, blossoms, and other components are visible, and pads paper with layers of felt and newsprint to protect specimens.
- Places specified number of stacks in pressing frame and writes identification information on top layer of paper on each stack.
- Secures frame around stacks by tightening frame section with screws, fastening with leather straps, or tying with twine, to compress stacks and press and dry specimens in desired configuration.

Mounts dried specimens on heavy paper, using glue, adhesive strips, or needle and thread, taking care to prevent distortion or breakage of specimens.

- Writes identification information on papers and inserts mounted specimens in labeled envelopes or folders.

## **STORE KEEPER ROLE AND RESPONSIBILITY**

### **Qualifications:**

S.S.C

The post is only for Physics department.

### **Responsibilities:**

- To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- To check the materials thoroughly for quality, quantity, specification condition, condition etc.
- To categorize the materials category wise and stock in the appropriate locations.
- To take appropriate action for care and preservation of the materials.
- Periodical stock verification and ensure correctness of stock at all time.
- To take safety measure for the ensuring safety of store house, materials and men working in store.
- To maintain the neatness and tidiness of storehouse.
- To issue materials to the departments as per the indents.
- To issue materials to departments as per the schedule.
- To pass the bills of the materials received from vendor and send it to Accounts department for payment.
- To carry out periodical condemnation board for the unserviceable materials
- To take action for disposal of scraps materials as per the procedure
- To maintain all the documents up to date.



