TUNGA VIDYAVARDHAKA SANGHA (R.) THIRTHAHALLI

TUNGA MAHAVIDYALAYA

Anandagiri, **THIRTHAHALLI-577432,** Shimoga dt. Karnataka

(Affiliated to Kuvempu University) (NAAC Reaccredited with Grade 'B' 2.81 CGPA)

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Kuvempu VV Exam Code No. 111 *College Ph. No. 08181-228262, 220614*

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DUTIES AND RESPONSIBILITIES OF THE MINISTERIAL AND MENIAL STAFF

1. Registrar
2. Superintendent
3. First Division Assistant
4. Second Division Assistant
5. Typist
6. Typist-cum-Clerk
7. Group 'D' Staff

1. REGISTRAR :

The Registrar shall have an important role to play in the administration, both at the college level. He shall be conversant with both academic and administrative matters. He shall guide the officials of his section. Subject to the control and supervision of his officers, he shall exercise such powers as are necessary to execute the directions and instructions of his officers. He shall tender such advice which is necessary for smooth and efficient functioning of the college. He shall ensure that the draft, notes and the orders of his section are accurate and in accordance with rules. He shall exercise such powers as are delegated to him by the Principal.

2. SUPERINTENDENT / DUTIES AND RESPONSIBILITIES

The Superintendent shall be primarily responsible for the efficiency of his section are accurate and conform to the rules and procedure. He shall scrutinise all the papers before they are submitted to the higher officers.

The Superintendent shall personally handle all important and complicated cases. He shall guide his subordinates in all respects and make them put up the cases in accordance with the rules. He shall maintain his section neat and clean. He shall take all steps to maintain order and discipline in the section. He shall control the movement of officials. He shall arrange for distribution of work among the case workers in consultation with the concerned officer. He shall maintain guard file of his section. He shall ensure that all registers, diaries and files are maintained properly by the case workers of his section. He shall mark the tappals to the concerned case workers. He shall supervise his section and submit reports to his immediate officer. He shall sign and issue acknowledgment letters.

He is a first level supervisor with different assignments which require him to perform the duties both routine and nonroutine, involving application of procedure, rules and regulations for smooth and efficient functioning of his section. He shall be incharge of the record room in the absence of qualified record keeper. He shall maintain stationery accounts. He shall also be responsible for maintaining stationery accounts. He shall also be responsible for maintaining furniture accounts of the department/college. He shall perform such other duties as may be assigned to him from time to time.

3. FIRST DIVISION ASSISTANTS

The First Division Assistant works under the guidance of the Superintendent. He is responsible for the work entrusted to him. Each Assistant will be allotted certain subjects to deal with. His duties mainly are as follows:

(1) To maintain the First Division Assistant's case Diary.

(2) To examine and put up notes and drafts promptly to the superintendent after recording paging index.

(3) To maintain the various registers prescribed under the rules of Office procedure.

(4) To maintain the books/publications/papers in connection with his work upto date.

(5) To ensure that the notes submitted in the files are neat and tidy.

(6) To ensure that the files are properly indexed.

(7) He shall assist the Superintendent in the discharge of his duties.

4. SECOND DIVISION ASSISTANTS

The Second Division Assistant will hold the charge of the section assigned to him. He will be responsible for the work entrusted to him. His duties are as follows:

(1) To arrange the papers and cases in order, and state briefly the issues to be decided in the case with reference to the rules and orders.

(2) To be conversant with the rules, orders, circulars, and precedent cases relating to his section.

(3) To ensure that all papers and files are submitted without delay.

(4) To maintain all the prescribed registers.

(5) To maintain the policy files relating to his section.

(6) Any other work entrusted to him by his superior officers.

5. TYPISTS

The Typist's duties and responsibilities are as follows:

(1) To type neatly and accurately all letters marked to him.

(2) To take out number of copies required.

(3) Stenciling when the number of copies required are more than 10.

(4) Typist shall compare fair copies before they are returned to the case worker.

(5) To maintain the work diary in the prescribed proforma.

(6) Draft shall be typed giving wide margin for effecting necessary corrections.

6. TYPIST-CUM-CLERK

The duties of the Typist-cum-Clerk shall be the same as are assigned to the Typist. However he shall have to attend to the clerical duties whenever he is called upon to do so.

7. GROUP 'D' STAFF

The duties of the Group 'D' staff are as follows:

GENERAL DUTIES:

1) Carrying a file from one section to another, or from one case worker to another etc.

2) Stitching the files/Exam bundles.

3) Carrying and distribution of stationery and making envelopes whenever necessary.

4) Carrying Exam bundles to post office.

5) Arranging of furniture.

6) Keeping the office / Lab / Museum / Library / Sports Room / College premises clean.

7) Supplying drinking water to the staff & students during examinations.

8) Assisting the Warden in running the college Hostel.

9) They shall assist in Office/Lib/Exam work.

10) They shall behave with guardians/Public in a decent manner.

11) They shall attend the Post office/Bank work.

12) They shall attend the office half an hour before the commencement of the Office and leave the office only after the watchman locks the office.

13) They shall co-operate in maintaining peace & discipline.

14) They should work overtime whenever required.

15) They shall take due care of the college property.

16) They shall be liable for Transfer from one section to another in the College.

17) Assisting the teachers in setting up lab/Practicals.

18) Assisting the teachers in conducting the sports/Cultural functions.

19) They shall be liable for Transfer from one College to another run by the same Management / Directorate.

20) Any other work entrusted by the Official Superiors.

WATCH AND WARD STAFF

1. They shall open the doors two hours before the Office commences and close the doors in the evening in the presence of Group 'D' employees concerned or when the Officers/officials leave the room, taking care to see that the lights, fans etc., are switched off, the doors and windows are locked.

2. They shall keep a close watch on the sweepers/Scavengers and other persons who are duly authorised to perform their duties in the room/halls of the Department/Office throughout, taking rounds and enquiring about Office hours, in particular, i.e., in the mornings and evening, on sundays and other general holidays. If any one tries to gain entry into the Department/Office in a suspicious manner, they shall bring the fact to the notice of higher authorities. They shall be vigilant, attentive and be on their allotted duty spot throughout. If they intend to leave the duty spot, they shall do so only after keeping the other watchman on duty or the duty officer informed and shall return soon.

3. They shall watch, guard, see and ensure that articles belonging to the Department/Office including the vehicles kept in the Department Garages are safe and not tampered with or taken out without proper authority.

4. If any employee wants to work on Sunday, General Holiday, The concerned watch and ward staff shall:

   (a) Enter the name and designation of the concerned employee with date and time of entry, time of exit in the register maintained for the purpose.

   (b) Open the door of the particular room only with the knowledge of the Security/Duty Officer and lock the door after taking the usual precautions.

CYCLE ORDERLIES:

1. They shall attend to duties of delivering tappal, telegrams, wireless messages, etc. to the residences of Officers, Officials in the Head-quarters as per the instructions of the Office Superintendent.
2. On working days, the Cycle Orderlies shall, in addition to their work, attend to any additional official duties that may be entrusted to them by the Office Superintendent or any other Superior Officer.

SWEEPERS:

1. They shall sweep or wipe with wet cloth/jute cloth, the room, verandas, steps, etc. allotted to them, well before starting of office & also during office timings if need be.
2. They shall carry the waste/rubbish for disposal outside the department under the supervision of the Superintendent.

SCAVENGERS:

1. They shall attend to the work of washing and keeping clean, using deodorants, if necessary, the latrines, urinals, bathrooms or toilets, water closets, wash basins in the chamber of the Officers/Sections in the allotted areas without causing any damage to fittings or any articles, well before the officers start functioning.

GARDENER:

1. He is responsible for keeping the garden neat and clean. He shall take all care in maintaining garden. He shall watch and guard the plants, flower pots, etc. He shall attend to such other duties as may be assigned by the official superiors.

XEROXING AND DUPLICATING MACHINE OPERATOR

The xeroxing and duplicating machine operators shall be responsible for taking such number of copies as are required. They shall also be responsible for maintenance of the machines. They shall handle machine with due care and caution. They shall be paid duplicating/xeroxing allowance as prescribed by Government.

The duties and responsibilities mentioned in respect of the cadres stated above are only illustrative and not exhaustive. The additional duties and responsibilities may be assigned in respect of any cadre depending upon the situation.

DUTIES OF THE STUDENT'S WELFARE OFFICER

1) He shall render assistance to the Principal at the time of admission of students in the college. In the event of necessity, he shall administer the entrance tests according to the guidelines laid down by the University.

2) He shall conduct the orientation course to the newly admitted students of the college and explain to them about the services rendered and the facilities provided by the college authorities.

3) He shall guide them in respect of hostel and other accommodation facilities available elsewhere.

4) He shall organise health programmes for the treatment of diseases of the students.

5) He shall assist the Principal to implement the schemes of scholarship, fee concessions and other financial assistance in order to help the poor and deserving students.

6) He shall organise the scheme of earn-while-you-learn for the needy students.

7) He shall guide the students in respect of employment opportunities by opening an Information Centre in the College and publish articles in Youth Journals.

8) He shall provide the Educational and vocational Guidance to the students by enlisting the co-operation of colleagues and other concerned authorities.

9) He shall organise the personality development programs by establishing the following associations.

   A) Students' Union
   B) Subject Association
   C) Planning Forum
   D) Book Review Association

PRINCIPAL

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