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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PART - I

ESTABLISHMENT OF THE DEPARTMENT OF COLLEGIATE EDUCATION IN KARNATAKA

INTRODUCTION

The Government of Karnataka constituted a University Education Integration Committee in 1958 under the Chairmanship of Dr. Lakshmana Swamy Modaliyar to examine the problem of under-graduate education. The Committee recommended for establishment of a separate Directorate for Collegiate Education in Karnataka.

These recommendations were accepted by the Government and the under-graduate Colleges were transferred to the newly established Department of Collegiate Education with effect from 24.06.1960.

There are about 440 Government First Grade Colleges, about 321 Aided First Grade Colleges and about 300 Unaided First Grade Colleges. Around 51 Colleges are working under Shivamogga region.

AIMS AND OBJECTIVES OF COLLEGES

The purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our Constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of "all Faculties and Branches of knowledge". Education, Research and Extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international peace and progress.

POWERS AND DUTIES OF THE PRINCIPALS OF COLLEGES

The Principals of Colleges shall exercise such administrative powers as are delegated under various Rules, Regulations, Orders, and Instructions of the Government and other competent Authorities. The Principals shall be both the administrative and academic head of the college. He shall take all steps for smooth and efficient functioning of the college. He shall be a source of inspiration for both students and staff in respect of administrative and

academic matters. He shall be responsible for maintaining peaceful atmosphere for academic learning. He shall also exercise such powers as are necessary to maintain academic and administrative discipline in the college. He shall be responsible for implementation of the policies and programmes of the Government, University and other Statutory Bodies.

The work of a college is being carried on through several sections in the College. Each section will be under the control of the Principal. The Principal shall form such sections/ committees as may be determined by him having regard to the volume of work in the college. He shall assign to the ministerial staff such sections as he may deem fit and assign them such duties and responsibilities as may be determined by him from time to time. He may also take assistance in this regard from Registrar/Superintendent. He shall also assign to the menial staff various sections of the college depending upon the workload in each section.

1) He shall work as the Academic and Administrative Head of the College.
2) He shall be responsible for the maintenance of discipline in the College.
3) He shall exercise administrative control over the staff.
4) He shall exercise his powers (wherever collective decision is involved) in consultations with the staff council.
5) He shall grant admission to the students and cancel their admission as per rules. He shall impose the penalty on the students found guilty.
6) He shall purchase the books to the Library and news papers and periodicals to the Reading Room.
7) He shall get the time-table prepared and shall distribute the workload among all the subject departments. He shall see that classes are regularly conducted according to the time-table. He shall submit recommendations for disciplinary action against the staff members, who are found negligent in the discharge of their duties and responsibilities.
8) He shall constitute the committees for the smooth conduct of activities in the college and form Advisory council of Heads of Departments.
9) He shall conduct the Annual, Mid-term examinations and Tests at the stipulated timings.
10) He shall maintain all the administrative records and see that the attendance of students is regularly recorded by the members of the Teaching staff.

11) He shall maintain the service books and confidential reports of the Teaching and non-Teaching Staff and shall inspect weekly the work done Registers of the Teaching staff.

12) He shall purchase the furniture and equipment required for the college. He shall also see that the stock registers of furniture and equipments are maintained.

13) He shall arrange for sports and physical culture activities.

14) He shall organise and encourage N.S.S. and N.C.C. activities and shall see that the premises of the college are maintained cleanly and neatly. He shall also take steps for afforestation in the premises of the College.

15) He shall try to find solution to the problems of the students with the assistance of the students welfare officer. He shall arrange for the Annual Medical Examinations of students. He shall keep in touch with the parents of the students and seek their co-operation for the progress of the college.

16) He shall exercise control over the non-teaching staff of the college and shall keep constant vigil on their working.

17) He shall settle the problems of employees in respect of their promotion and pension as per the instructions of the Directorate.

18) He shall exercise control and supervision over the hostel of the college through the warden.

19) He shall sanction leave and other facilities to the staff members as per rules.

20) He shall recommend for disciplinary action against the staff found negligent in their duties.

21) He shall maintain the Accounts of College as per rules.

22) He shall sanction fee concessions to the deserving students, shall recommend for sanction of scholarships and disburse the same.

23) He shall sanction periodical increments to the staff-members and submit proposals for according promotion to the staff-members.

24) He shall prepare the Annual Budget Estimates and submit the same well in time to the competent authorities.

25) He shall furnish the suitable replies to the Audit objections to the concerned authorities.

26) He shall submit the affiliation application to the University in the prescribed form well in time.

27) He shall work in the committees constituted by the Government/University.

28) He shall take necessary steps to constitute the students union & dissolve the same under extraordinary circumstances.

29) He shall commence the Academic sessions of the college and declare vacations as per the calendar of the University.

30) He shall take steps to get financial assistance and other grants from the University Grants Commission and arrange seminars and symposia from time to time.

31) He shall take steps to publish the college Hand-book, Annual miscellany and other Academic Journals.

32) He shall execute the directions issued by different competent authorities like the University, Directorate and P.U.C. Board.

33) He shall strive for the all round development of the college by taking the members of the staff into full confidence.

34) He shall maintain contacts with Social, Literary and Cultural organisations (Like Rotary Clubs, Lions Club, Literary Bodies and Chamber of Commerce etc.,) and organise programmes which are useful to the students.

In short, the duties and responsibilities of the principal are multidimensional in nature. He has overall responsibility for smooth and efficient functioning of the college.

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