

## **Duties and Responsibilities of a Lecturer:**

The Lecturer is the main pillar on which the system of Collegiate Education rests. Teaching is the most important function of the lecturer which should be undertaken with utmost dedication and sincerity. The duties and responsibilities of lecturers are detailed below.

- I. The lecturer has the primary duty to disseminate the knowledge in his/ her subject to all the students.
- II. At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the meeting of all staff members in the department.
- III. Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.
- IV. The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbances or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
- V. The lecturer should inform the students regarding the schedule of coverage of syllabus.
- VI. The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he/she should discuss with the concerned lecturer and plan for the completion of the backlog in the succeeding month.
- VII. The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities.
- VIII. Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting student centric methods
- IX. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.
- X. The lecturer should compulsorily take the help of audio-visual methods of teaching by using over-head projector, slide projector, charts, etc.

- XI. He should also organize screening of educational films where-ever possible.
- XII. The lecturer should maintain the teaching diary in the given proforma. This should be submitted to the Principal, through In-charge of department every month.
- XIII. The lecturer should maintain synopsis of each lesson prepared by him/ her. As far as possible, a copy of the synopsis should be provided to the students. The record of synopsis maintained by the lecturer will be checked by the Principal every month.
- XIV. The lecturer should conduct periodic tests in the subject and motivate the slow learners to bring them on par with other students in the class. A record of internal tests should be maintained in the department. Incentives in the form of prizes may be provided to those who get higher ranks. The progress of the students should be submitted to the Principal through in-charge lecturer, so that a consolidated progress report can be sent to the parents.
- XV. Remedial coaching should be arranged for academically backward students. outside the college hours.
- XVI. The lecturer should participate in Students Counseling/mentoring Programmes organized by the Principal. He/she should give necessary counseling to 20 to 30 students allotted to him/her. As a Counselor, the lecturer should act as a liaison between college administration and his wards. He/she should enlighten the wards about the facilities available in library, games etc., and orient them to the traditions, rules and regulations of the college.
- XVII. The lecturer working in Science subjects should see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be a perfect co-ordination of theory and practical classes. In practical classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical class should be continued till the end of the specified period.
- XVIII. The lecturer should co-operate and participate in all co-curricular and extra-curricular activities in the college.
- XIX. He/she should accept the membership of the Committee to which he/ she is nominated by the Principal and discharge the duties with commitment.
- XX. The lecturer should attend to all examination duties without fail.

- XXI. The lecturer should assist the Principal in the maintenance of the discipline in the college.
- XXII. He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.
- XXIII. The lecturer should also conduct seminars, expert talks, commemoration days, etc., involving local experts, and the users for the benefit of the students and community. The lecturer of the subject concerned can act as moderator.
- XXIV. The lecturers should attend to any duty assigned to him/her by the Principal or any other higher authority.
- XXV. As per the orders of the Government and the concerned University from time to time, the lecturers have to adhere to the work load prescribed.
- XXVI. The lecturer is accountable to the Principal of the College.
- XXVII. The lecturers shall attend the college during the working hours on all working days. The staff is required to sign in the Attendance Register as soon as they come to college. For every three late attendances, one casual leave will be forfeited.
- XXVIII. One hour permission can be given to the staff to attend office / to leave office with valid reasons, occasionally and it is purely at the discretion of the Principal / Administrative Officer. Similarly, members of staff should not leave college during working hours without prior permission, save for valid reasons as in the case of late attendance. The period of absence in this case also should not exceed one hour. The members of the staff should obtain specific written permission for leaving the college and such permissions shall be recorded in a register (Movement Register)
- XXIX. Lecturer shall maintain personal and departmental records for NAAC, Academic Audit, ASAR and update all the records monthly and submit to the Principal for verification.
- XXX. Lecturer shall make use of active blended learning pedagogical approach in order to make learning more experiential and activity-based.

## **Duties and Responsibilities of a College Librarian**

- I. The Librarian is the convener of the college Library Committee nominated by the Principal of the college.
- II. He is responsible for properly administering the library grants in consultation with the Library Committee. The Committee shall allot funds to the various subject departments of the college.
- III. The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.
- IV. The Librarian will take necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from the publishers and their sole distributors by taking usual discount or the book can be purchased from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.
- V. The Librarian shall maintain an Accession Register.
- VI. The Librarian shall adopt the scientific system of classification and cataloguing of books in the Library and library shall be fully automated
- VII. The Librarian shall maintain a catalogue of the books available in the library.
- VIII. The library fee collected under special fee funds can be utilized for the purpose with the prior approval of the Commissioner/Director of Collegiate Education.
- IX. The Librarian shall frame the rules (Library Policy) and get the approval of the Principal regarding the issue of books, time limit for return of books and number Of books to be issued to the students and the staff.
- X. The Librarian should fully co-operate with the annual stock verification committee appointed by the Principal.
- XI. As per the report of the annual stock verification committee, the Librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules/waste management policy.
- XII. The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers issue registers, stock registers, etc,
- XIII. The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year (Before summer

vacation). For the purpose of the stock verification, it should be seen that all staff and students return all the books borrowed by them to the library before the stock verification commences. ,

- XIV. Fine for late return of copies, Cost of book for loss to be decided and collected by the Librarian as per the Library Policy of the College.
- XV. Librarian shall prepare the List of journals and newspapers subscribed for library (including e-books, e- journals etc.,)
- XVI. Disposal of old magazines is to be done by the Librarian in accordance with the existing rules Library Policy of the College.
- XVII. The Librarian is accountable to the Principal of the college.
- XVIII. The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.
- XIX. Librarian shall take initiative to digitalize the library
- XX. Librarian should encourage the students to make use of digital resources such as NLIST, INFLIBNET, e-shodhsindhu, e-shodhganga etc.,

## **Duties and Responsibilities of a College Physical Director**

- I. Ensures the regular functioning of the department by organizing games and sports in college.
- II. Organize the practice of all games available in the college in consultation with the games committee of the college and the Principal.
- III. As the convener of the Games and Sports committee of the college and organizes the meetings of the games committee at the beginning of every year to plan the Physical Education Programmes for the year (Semester Wise), which is to be reviewed every month.
- IV. To provide coaching to the students, with the correct techniques of various games and sports. Top players shall be encouraged to participate in District Level and University Level events.
- V. To plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.
- VI. To prepare the lists of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.
- VII. To prepare the annual budget requirements for games and sports events and equipment.
- VIII. To conduct coaching camps in the college to train students in various games and sports.
- IX. To inculcate general discipline among the players in particular and students of the college in general.
- X. To encourage the students to develop sportsman spirit.
- XI. For making purchases of games and sports material the Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders, for the supply of material.
- XII. The Physical Director should follow the prescribed procedures while fixing the conveyance charges, training allowances, refreshments to the students taking part in games and sports competitions conducted outside the college.
- XIII. The Physical Director, being the in-charge of the department of should maintain all records pertaining to the stocks, purchases and accounts of the department. The stock registers of consumable and non-consumable

material should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.

- XIV. Should help the annual stock verification of department of Physical Education conducted by the Committee appointed for the purpose by the Principal.
- XV. Physical Director should conduct annual games and sports of the college as per the Annual Institutional Plan.
- XVI. The Physical Director is accountable to the Principal of the College.
- XVII. While sending the teams to participate in tournaments, the Physical Director has to take care of the following.
  - The well-trained teams will be sent to participate in the Inter-College tournaments.
  - The participating teams / players should be provided proper uniforms, playing material (sports kit), and refreshment amount and conveyance charges.
  - The teams are instructed to maintain dignity, decency and decorum, at the venue of the tournaments.
  - They should participate with a 'Will to win', respecting the rules and regulations.
- XVIII. To improve General Knowledge on Sports and Games a Sports Quiz may be conducted in the college and prizes will be awarded at the Annual Day Function.
- XIX. Sports Persons of high caliber shall be invited for Sports Day functions to inspire the students.
- XX. Annual stock verification report, submission of all records, and accounts of that particular academic year shall be submitted to the principal before the summer vacation