

**KANYA MAHA VIDYALAYA JALANDHAR**  
**STANDARD OPERATING PROCEDURE FOR STAFF**

**SOP of Office Bearers**

- a) **Faculty Dean** - The primary role of the Head of a department or Dean is to provide strong leadership in academics and to develop the department to ensure it achieves the highest possible standards of excellence in all its activities. Planning all the annual academic and non- academic activities of the department and be a link between department faculty, students and Principal.

Major duties of Dean are as follows

- To ensure the timely compliance of the following by the department under them.
- To check the attendance entry of Departments under them in the office after every fortnight.
- To make sure the timely on- line entry of awards of mid – semester exam of Departments under them.
- To make sure the timely submission of term wise syllabus division in proper format in Library and COE office for the department under them.
- To make sure the timely and proper syllabus completion in their departments.
- To ensure the compilation of central Academic calendar by departments.
- To get the Activity Calendars prepared from departments and to make sure the conduct of extension activities and coordinate these activities in their departments.
- To make sure the conduct of remedial classes, mentoring process and Parent – teacher meets in departments under them.
- Similarly timely submission of list of examiners, evaluators in autonomous system.
- To ensure that the Continuous evaluation report is verified in time from students by their departments. They have to sign it and submit to Dean Academics.
- To rationalize faculty requirements and submit the need of teachers in time so that suitable arrangement can be made.
- To ensure academic standards by student feedbacks.
- Submit any requirement of the departments regarding infrastructure at the central level.
- To promote admissions and ensure numbers in their respective departments.
- Board of studies meetings, overall working, progress and timely submission of Internal evaluation.
- Agenda, Minutes and attendance of meetings to be taken care of.

- To take care of infrastructure, electricity consumption their department.

#### **b) Dean Academics**

Dean Academics will be responsible for the following:

- (a) Monitoring on-line submission of awards by faculty
- (b) Monitoring online attendance uploading by faculty
- (c) Lecture schedule and lesson plans (from subject faculty).
- (d) Conducting mid semester tests, making datasheets, seating plans, preparing supervisory duties etc.
- (e) Communicating all decisions to students and faculty related to academics.
- (f) Obtaining and maintaining term wise syllabus plan outline from faculty.
- (g) Dean Academic will be interface between Principal and HODs.
- (h) She will ensure evaluation of attendance and preparing the details of attendance of Students at specified periodic intervals and report to Principal.
- (i) She will ensure Academic Excellence in the Institute and recommend changes in existing procedures if any.
- (j) She will ensure proper motivation of Students as well as Faculty.
- (k) She will ensure the proper functioning of present Lab and Workshop and inform any shortcoming / improvement well in time.
- (l) She will display all the relevant information on notice board with prior consent of Principal.
- (m) She will supervise the working of Examination cell.
- (n) She will take care of new labs as per requirement.
- (o) She will make assessment of staff require for the ensuing Academic session.
- (p) She will be reporting to Principal.
- (q) Any work assigned by Principal.

#### **c) Dean Resident Life:**

Dean Resident Life will be responsible for the following:

- To ensure smooth functioning of the hostel.
- To check proper use of infrastructure and to prevent misuse or damage to the infrastructure.
- To meet students and arrange healthy and recreational activities for them.
- To ensure counselling of the students and timely redressal of their grievances.
- To look after the maintenance, facilities, disciplinary regulations and allotments for the faculty residences in the staff (teacher) hostel buildings.
- To organize orientation program for students and parents.
- To organize Parents', meet for hostel students to ensure smooth functioning of health-related hygiene and counselling.
- To supervise and arrange proper security for the borders.
- To check hygiene and quality of hostel kitchen and food.

**d) Controller of Examination (CoE)**

The Controller of Examinations is in-charge of all examination-related activities of the college. The Controller of Examination office functions under the supervision of CoE,

**e) Dean, Student Welfare**

Dean, Student Welfare will be responsible for the following:

- Alumni interaction with students as a mentor.
- Professional and Personal counselling. It will consist of career guidance and coaching cell. To invite counsellors and doctors for the personal counselling.
- Social outreach of students in coordination with NSS and NCC.
- Mental Ability test of students at entry and exit level and its analysis using statistical tool.
- Elections of student's council
- Coordinate activities of students in collaboration with faculty office bearers
- To plan for inter college/intra college/formal plans
- Coordinate various club and society activities
- Coordinate with NGO's
- Medical checkup of new entrants
- To look into the social, economic and cultural needs of the students
- To encourage entrepreneurship activities
- To formulate policy to deal with Lecture Shortage
- To deal with Leave issues of students
- To organize PTM, Remedial Classes, Mentoring and General Counselling
- To check Grievances, Anti ragging, Anti-Sexual Harassment committees

**f) Dean, Social welfare**

The responsibilities of the Dean, Social welfare are as follows: -

- To plan activities on social welfare
- To motivate students for social extension activities.
- To keep record of social activities

**g) Dean Environment along with SAP Team**

The responsibilities of the Dean, Environment are as follows: -

- To plan activities on green initiatives and solid waste management like vermin compost plant in the college each year
- To keep record of all environmental activities
- Organize National and International environment awareness programmes/  
Days

#### **h) Director, DDU KAUSHAL KENDRA.**

The responsibilities of the Director, DDU KAUSHAL KENDRA are as follows: -

- To coordinate and monitor the activities conducted for all the courses under Skill Development Centre i.e., DDU KAUSHAL KENDRA.
- To monitor the progress of the Courses run under the umbrella of DDU Kaushal Kendra.
- To ensure the timely conduct of Board of Studies meetings for the Skill Courses under DDU Kaushal Kendra.
- To engage with the industry for the departments concerned for Student Internships/Placements.
- To ensure the conduct of annual events like Industry-Academia meet and Placement Drives for the students.
- To provide student specific data through UGC/NSQF portals as required by UGC.
- To monitor and review the performance of faculty appointed for Skill Development Courses.
- To ensure the Course-Incharges and the concerned faculty fulfill their academic duties as per academic calendar.
- To handle the grievances of the students and faculty of the Skill Development Courses.

#### **i) Head of the Department (HoD)**

The responsibilities of the Head of the Department (HoD) in respect of their department are as follows: -

- a) Coordinating and ensuring the activities of the faculty members belonging to their respective departments. This involves overseeing the functioning in the department.
- b) Allocate the subjects/ classes to the faculty members.
- c) Ensure alternative arrangements for the classes of the faculty member of their respective department's not available due to leave, duty etc.
- d) Recommendation for the leave and alternative arrangements for the faculty members of their respective departments.
- e) Oversee the performance of the faculty members of their departments and Council/ suggest remedial measures where required.
- f) Analyze the performance/ results of the faculty and discuss with Principal for desired improvements. Suggest the augmentation of the faculty where required.
- g) Oversee the co-curricular responsibilities of the faculty members of their departments.

- h) Ensure discipline and punctuality in the department. It implies that all faculty members will reach the institute well in time as per laid down norms. It also implies that the faculty members will start their classes in time.
- i) Ensure that the faculty members of their respective departments are adequately prepared for the lectures. They will be provided requisite guidance and suggestions if required.
- j) Ensure that the class tests and assignments are well planned and executed by the faculty members of their respective departments in timeframe given.
- k) Making arrangements for extra classes where required i.e., in case of weak students, for carry over papers and in case of inadequate coverage of syllabus at various stages of the academic session.
- l) Timely setting of papers, submission of solutions, course completion table, attendance record etc. by the faculty members.
- m) In case of any incident of student unrest/ disturbance, be present and ensure presence of other faculty of their respective departments for assessment & control of the situation and identification of leaders/ main culprits.
- n) Encourage and help in enhancement of knowledge among the faculty of their respective departments.
- o) Carry out any other task assigned from time to time.
- p) The above list is not exhaustive. Many more duties and requirements will arise in specific situations.
- q) To coordinate between administrative office, COE office and IQAC for data requirements and as per requirement.

**j) Class In-charge:**

The responsibilities of the Class in-charge in respect of their class are as follows: -

- Maintain day-to-day contact with the students. This will help them in understanding the attitude of the students as individuals as well as a group. This will also be helpful in foreseeing any disturbances caused by the perceived grievances.
- Maintain the disciplinary record, keep track of individual problems and act as interface between the students, faculty & management and the students.
- Resolve issues like timetable, exams schedule, attendance record etc. in consultation with the subject teachers and the concerned sections. The collective issues of the course will invariably be put up to appropriate authority by the Course Co-coordinators
- In case of individual problems, the Course Co-coordinators will try to attend to the problem. If they are unable to resolve the problem, they shall project the case to the appropriate authority with full details.
- All applications, medical certificates etc. should be submitted by the students to their Course Coordinators only who will process them further to ensure the entries in the exam cell and other sections. The Course coordinators will maintain the record of such cases.

- They will assist the students in filling various forms required to be filled from time to time.
- They will explain the procedures/ rules and clarify the doubts of the students regarding fees, exam, registration/ enrolment etc. and help the students in completing the requisite formalities.
- Review the results of mid-term exams and address the class where required for improvement in attendance and performance. They will also explore the requirement and feasibility of extra classes in consultation with the students and the faculty.
- They will be responsible for coordinating the compilation of Course completion Table and submission of the same to the Exam Cell on due date.

**k) Overall Faculty:**

Teaching faculty has maximum direct contact with the students and they contribute maximum towards the development of the students. The onus of ensuring that their students derive full benefit of the opportunities available in the institute rests with the faculty members only. It is, therefore, imperative that they take full interest in the academic and overall development of their students. In achieving this goal, they should perform the duties and functions given at succeeding paragraphs.

- a) Ensure that they are always fully prepared for the lectures scheduled for the day. They must cater for the clarifications sought by the students. They should also be prepared to carry the weak students along with the rest of the class and they must establish a balance between the speed and comprehension of the topics covered in the lectures.
- b) Maintain a reasonable pace of instructions so that adequate coverage takes place before each mid semester exams and full syllabus is covered before the final exams.
- c) Conduct quizzes/ assignments as scheduled and submit reports to the exam cell in time.
- d) Maintain proper attendance record of the students in the register and submit record to the exam cell on the dates given before the exams.
- e) Ensure proper discipline in the class. The students not adhering to the uniform norms should not be marked present and warned accordingly so that the act is not repeated.
- f) Be punctual in the class. They will also not leave the class early as the students left without control may cause disturbance to the other classes.
- g) Maintain a dignified relationship with the students. They will earn more respect by setting personal example in conducting themselves with dignity and pride. They should avoid actions which may give momentary advantage of cheap popularity but set up precedence with long term harmful effect on discipline and learning processes.

- h) They should submit following in time:
- I. Attendance Record
  - II. CP-I, CP-II, MST Marks
  - III. Syllabus Completion table
  - IV. Marks List after the Exams
  - V. Question Papers for mid semester Exams
- (j) They should maintain their copy of records submitted as many of these will be needed while submitting the next one.
- (k) Take full interest in co-curricular activities allocated to them.
- (l) Identify the recent trends and area to improve themselves
- (m) Periodic Checking of Conferences, Seminar, FDP, Workshop, Hands – on Training etc., on the corresponding field/area, If identified, to get the approval from respective HODs and Principal
- (n) Attend the respective Program, Prepare a Write-up about the seminar and share the knowledge with the students.
- (o) Ways with which a faculty can improve the competency level:
- Faculty Development Programs
  - Seminars, Workshops, Conferences, Guest lectures
  - Online Certification Courses
  - Publications
  - Research Work
  - Proposals to Funding Agencies
  - Industrial Training

The above list is not a comprehensive list. There may be many more functions and requirements from time to time, which will aid the overall development and advancement of career of the students as well as institute functioning. The faculty members are required to give their wholehearted support to ensure success in our overall aim.

#### **H) Librarian and Library Committee**

1. Collecting the requirements of the text books, reference books,
2. journals and ensuring adequate number of copies are made available in the library as per norms.
3. Planning and implementing the library automation, procedures, digital library development and usage.
4. Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration.
5. Conducting annual stock verification

#### **Cells/Committees**

- (a) **IQAC** - The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of Principal of the college in 2003, for monitoring the quality

parameters in the college and the committee was formulated as per the recommendations given by the National Assessment & Accreditation Council.

IQAC submits Annual Quality Assurance report every year and is responsible for participation in various rankings, undertaking various quality initiatives with the help of faculty, documentation of various activities of the College, helping College administration during promotions and new appointments as per UGC guideline etc.

- Development and application of quality parameters for various academic and administrative activities of the institution
- Documentation of the various programmes/ activities leading to quality improvement
- 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
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Dissemination of information through national Survey on Higher Education All India Survey on Higher Education (AISHE).
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC
- Planning, scheduling and conducting of Internal Quality Audit
- Helping administration in preparing CAS proforma for recruitment and promotion of teachers.
- Organising FDPs, NAAC seminars
- Implementing new quality improvement policies in college

#### **(b) Controller of Examination (CoE) Office**

The Controller of Examinations is in-charge of all examination-related activities of the college. The Controller of Examination office functions under the supervision of CoE and the various duties performed by the CoE office are as under: -

- To prepare the Tentative Academic Calendar for the current session and Final Academic Calendar for the Previous Session.
- To check and ensure the basic eligibility (Pass Percentage) required for admission in all the programmes.
- To send the Registration Return to the Affiliating University (Guru Nanak Dev University, Amritsar)



- Class Performance-I (CP-I) and Class Performance-II (CP-II) are conducted at the departmental level. CoE office announces the schedule and dates of submission of awards of CP-I and CP-II.
- Mid Semester Tests (MST) are conducted at the central level by the CoE Office. To conduct MST the following duties are performed:
  - Get the question papers set and print/photocopy.
  - Prepare the faculty-wise date sheets of all the programmes.
  - Prepare the duty lists of teaching staff (Superintendents, Supervisors, Outside Deputy Superintendents) as well as non-teaching staff.
  - For the smooth and efficient conduct of examinations, observers are being appointed.
- To conduct Retests of MSTs.
- Before the End Semester Examinations, after receiving the marks of all the Cumulative Assessment (CA) components: MST, CP-I and CP-II and Attendance (A), programme wise Cumulative Assessment Report (CAR) is generated by CoE office and provided to the concerned HoD/ Dean for verification.
- End Semester Examinations (ESE) are conducted at a central level by the CoE Office. The following duties are performed during the conduct of ESE:
  - To get the Examination Forms filled from Regular, Re-appear and Improvement Students (If any).
  - Hall Tickets having ESE roll no, details of student, name and number of examination center along with the date sheet of theory courses are issued to the students.
  - Get the question papers set and print
  - Preparation of date sheets (Faculty-wise and Programme wise).
  - Date and center wise sorting and packaging of Question papers.
  - To allocate the examination duties to teaching staff (Superintendents, Supervisors, Outside Deputy Superintendents) and non-teaching staff.
  - For the smooth and efficient conduct of End Semester Examinations, observers are being appointed.
  - The observers on duty submit the day-wise report to the CoE office. All the reports submitted by observers are analyzed by the CoE office to check whether there are any suggestions given by the observers for further improvement during the conduct of the examinations.
- To conduct Retests of ESE.
- To compile and declare ESE results and publish Result Gazettes.
- Moderation of results in rare cases only if the situation demands so.
- In order to maintain transparency, answer sheets of ESE are shown to the students by the CoE Office.
- Re-evaluation of Answer Sheets.
- Special Supplementary Examination of Audit Courses, introduced by the college, are conducted immediately after the declaration of the ESE results for the absent candidates and those who have failed to pass these courses.

- Printing and providing Detailed Marks Cards (DMCs) to students registered under Continuous Evaluation System (CES), Detailed Grade Cards (DGC) to students registered under Credit Based Continuous Evaluation Grading System (CBCEGS) and Diploma Cum Detailed Marks Cards to students registered for UG and PG Diploma programmes.
- Certificate is provided to the students who have completed their certificate course successfully.
- After the successful completion of the programmes, a database of UG and PG students of Exit semesters is sent to the Affiliated University (GNDU, Amritsar) to prepare the degrees.
- Degrees are collected from the Affiliating University and Distributed to the students.
- Migration and other Miscellaneous Certificates are provided to the students who wish to join some other university after passing their programme/semester from Kanya Maha Vidyalaya (Autonomous), Jalandhar as per UGC guidelines.

From time to time various Notices/Notifications are circulated and displayed on the Notice Boards / College Website, so that all the above mentioned activities can be conducted timely and effectively.

- (c) **Research & Development Cell:** The College has a research cell headed by Dean research. The cell is responsible for formulating and reforming research policy, organizing research forum, research awards, monitoring old and sanctioning of new seed money projects, assisting faculty to apply for research grants to various Govt. organizations. Other functions are :  
Identifying the funding agencies, Finalize thrust areas for institutional R&D projects, Identifying the Research projects, Review the progress of the research projects, Efforts looking for additional resources for research infrastructure, Contributing towards the development of curriculum, Recognizing recent trends in science and technology, Identifying the thrust / emerging research areas and advises on the research processes and current technological, Reviews the faculty publications, Recommending the incentives for all those papers published in the peer reviewed journals,
- (d) **Student Welfare department** – is headed by Dean Student Welfare. This cell deals with all matters related to students namely counselling cell, ECA, students' wellness, career counselling, placements, lost and found cell, General grievances cell, alumni, student council, remedial classes, mentoring, anti-ragging, cell against sexually enhancement and book bank etc.
- (e) **Career Counselling and Placement Cell-** The Career Counselling and Placement cell is an important part of the student support facility. This cell maintains a placement notice board and provides information about job openings through WhatsApp groups of the students. This cell plans for the pre-placement activities, career counselling, training programme, organising placement activities etc. The cell also informs and facilitates students to attend job fairs organized at different places in the city.

- (f) **Cell for Competitive Examination-** This cell conducts training for competitive exams, provides information to students regarding incoming competitive exams.
- (g) **ECA Department-** This cell organises talent hunt and trains and facilitates the students for Youth Festival and other competitions.
- (h) **Social Outreach Cell-** This cell works in coordination with SAP and organises social outreach activities and environment conservation initiatives.
- (i) **Website Committee:** The main objective of the website committee is to ensure that the college website is regularly updated, improved and well maintained. Faculty and committee heads send all reports and pictures of events, achievements, any notices or circulars to website committee at the mail [kmvwebrequest@gmail.com](mailto:kmvwebrequest@gmail.com) for easy and wide access to all the stakeholders.
  1. Website in charge ought to exhibit all the information effectively.
  2. Website should be monitored
  3. To Depute one faculty from each department to coordinate with website updation and for collection of data from each department
  4. The status of each department web page should be monitored.
  5. To post the events/ workshop/ conference/ symposium/ students contest /etc, the event in charges should provide the details to webpage in charge before the commencement of the events
  6. To update News and events Photo gallery two days after the events
  7. Also Removal of old data from website as and when required and archiving of the file in cloud / drive should be done.
  8. 15th Day of every month the status of each department web page should be monitored

**J) Library Committee:** The main function of Library Committee is to act as a link between the library and its users.

**h) Staff Welfare Committee:** Welfare Committee aims for overall development of staff members by applying different welfare schemes. The committee arranges farewell functions for retiring employees, organises training programmes for employees etc.

**i) Time Table Committee:**

- (a) Preparation & correction of Time Tables before the commencement of the academic session.
- (b) Coordination of subject allotment to faculty and Completion of syllabus files of each subject before commencement of the semester.
- (c) Amendment to timetable as & when required

**j) Administrative Office**

The Administrative Office has the following duties and works under the supervision of Office Superintendent.

- Meeting the day-to-day requirement of college.

- Administrative arrangements for organizing meetings, conferences, functions etc in the Institute.
- Management of employment of non-Teaching employees and support staff.
- Management of Institute transport.
- Checking of Canteen / Mess functioning.
- Procurement of all stores, equipment, materials, stationery etc. for day-to-day requirement in the Institute including consumable stores for labs, stationery for offices / faculty etc.
- Maintenance of computers, machines, lab equipment, computers etc.
- Stores for maintenance of Institute building.
- Proper accounting of purchase, receipt and issue of stores.
- Administrative Office is responsible for sanitization, cleanliness, maintenance of classrooms, landscaping of campus etc.
- He also helps in making arrangements for organizing various activities like conferences, meets, intercollege competitions etc.
- Oversee the working of all activities related to construction and maintenance of buildings including plumbing, electrical and carpentry work. This includes quality control and timely execution of construction work.

#### **I) Discipline Committee:**

- Ensure student discipline in the Institute premises during routine working and during college functions.
- Keep the parents / guardians informed about the student's failure to follow proper discipline.
- Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises
- Counsels the indiscipline students
- Counsels the students about ill-effects of ragging and enlightens the students on the consequential administrative and legal implications.
- Monitors the movement of the students in the college and prevent students wandering around in the corridors during the college working hours.
- Ensures that all the students attend classes without bunking & prevent the students from leaving the college early
- Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours.

m)

#### **Committee**

#### **Sports**

- To maintain proper grounds for sports and games.
- To ensure availability of sports items, items required for cultural activities and hobby clubs.

- To make schedule of games in such a manner that activities are spread throughout the year.
- To plan and organize inter-institute/college games and cultural/technical competition.
- Organize friendly matches with other college, etc. as well as between faculty/staff and students.

#### **m)Grievance Committee**

The Grievance Committee is responsible for addressing the student problems regarding: -

- Availability of Books, e-Content and Study material for Offline/Online mode.
- Internet and Connectivity issues.

#### **n)Cell Against Sexual Harassment:**

**Cell works to prevent**

- 1) Inappropriate behaviour towards women staff.
- 2) Improper treatment of girl students
- 3) Passing of unesthetic and provocative comments and messages.
- 4) Equips the female students, faculty and staff members with the knowledge of their legal rights.
- 5) Safeguards the rights of female students, faculty and staff members
- 6) Provides a platform for listening to complaints and redressal of grievances

#### **o)Planning and evaluation Committee**

The Planning and Evaluation Committee is responsible for addressing the student problems regarding: -

- To decide the dates Commencement of the Classes and prepare tentative Academic Calendar.
- To plan the tentative dates for the major events of the institution (Fashion Show, Convocation, Prize Distribution Function, Amarjyoti, Academic Council Meeting, Examination Dates)
- To get workload and timetable of every Semester from Head of the Departments (HoDs).
- To plan appointments for faculty as per workload and timetable for the academic year as submitted by HoDs.

#### **p)Academic Audit committee**

The Academic Audit (Internal) of all the departments in the college is conducted by Academic Audit committee. In every Academic Audit the committee check the following records of every department: -

- Curricular Aspects – Syllabi with Course Outcomes, Programme outcomes and Programme specific Outcomes, BoS meetings Record, Term wise Syllabus, Teacher Time table, Syllabus Completion, Annual Planning
- Teaching Learning: Teacher Diary for Faculty and student Growth, Records of Teaching learning activities, Seminars, FDPs, eContent Development
- Examination and Evaluation: Remedial Classes and Comparison of marks before and after Remedial Classes.
- Research and Consultancy: Research Projects, Publications in Research Journals, Research Fellowships, Seed money Projects, Patents, Consultancy Services
- Student Support and Progression: Career Guidance, Placements, Internships, Collaborations and Linkages
- Student Support and Social Outreach: - Student Mentoring, Social outreach/Environment friendly activities, Extracurricular activities outside Campus.

### **Non-Teaching Staff**

#### **(a) Office Superintendent cum Administrative Officer**

The office Superintendent supervises the administrative office and looks after the day-to-day requirements of the institutions which includes administrative arrangements, management of employee records (teaching and non-teaching), institute transport, Canteen/Mess functioning, cleanliness and maintenance or any other duty as assigned by Principal.

#### **(b) Lab in-charges/ Lab Assistant:**

Lab technician will attend to any problem related to software / hardware.

- In case the problem remains unresolved, the same will be reported to the administrative officer/ HoD, who will take appropriate action to ensure the repairs.
- Lab assistant will collect the keys of their respective labs as the institute opens and open their labs. They will close their labs when institute ends.
- Server room will be opened / closed by network administrator at the opening / closing of the institute.
- In case of absent of Lab assistant, HOD of respective dept. will make proper arrangement.
- Every assistant will maintain stock and store register and keep them updated after any new purchase or consumption.
- Lab assistant will be responsible for cleanliness of labs and equipment.

#### **(c) Overseer:**

He coordinates and supervises all activities related to construction and maintenance of buildings including plumbing, electrical and carpentry work. This includes quality control and timely execution of construction work.

#### **(d) Hostel Warden**

1. Maintenance of Premises: -
  - (a) She is responsible to keep room wise inventory of fixtures, fittings and the furniture. In case any of these require repair, servicing or other maintenances; she will report the requirement to the Admin Officer through the maintenance register kept for this purpose. She will ensure that timely action is taken on these complaints.
  - (b) She will take similar action on the maintenance complaints lodged by the students.
  - (c) She will ensure that the cleanliness is maintained. Regular cleaning will be organized through the admin Officer.
  - (d) Any willful and malicious damage to the premises by any student will be reported to Principal for initiation of disciplinary action.
  - (e) Any additional requirement will be projected to Principal.
  - (f) All notices meant for the hostel will be prominently displayed on the notice board.
2. Maintenance of Documents: She will maintain following documents: -
  - (a) Attendance Register.
  - (b) Room wise Inventory.
  - (c) Building Complaint Register.
  - (d) Messing Suggestion Book.
  - (e) Gate Pass Register.
  - (f) Occupancy Chart.
  - (g) Hostel Dues Payment Register – To be coordinated with the Accounts Section.
3. Mess Maintenance
  - (a) Monthly menu will be decided in consultation with the contractor and student representatives and will be adhered to as far as possible.
  - (b) Warden will maintain a check on the quality and quantity of the food.
  - (c) She will maintain the attendance register and submit to the accounts section duly authenticated.
4. Hostel Discipline
  - (a) She will ensure that the students maintain the decorum befitting the Institute. Any rowdy behavior will be checked and reported to Principal.
  - (b) Gate pass will be given as per rules of the hostel.
  - (c) Daily attendance of the students will be taken at scheduled time and absence promptly reported.
5. Sports, Library and Entertainment
  - (a) She will draw sports items from the Admin Officer and issue to the students on as required basis. He will ensure that these are properly used and replaced on fair wear and tear. She will recommend payment in case of misuse / neglect.
  - (b) She will ensure Library timings to facilitate hostel students.

- (c) She will ensure the safety, maintenance and operation of the entertainment equipment kept in the hostel.
- (d) Action on Commencement of New Session: On commencement of the new academic session, she will: -
- Get the rooms ready for occupation. This will include cleaning, repairs, furnishing etc.
  - Get the inventories ready.
  - Receive the new comers and verify that the hostel dues have been paid.
  - Allocate rooms and maintain running occupancy chart.
  - Advise the mess contactor about daily increase in strength to ensure that adequate arrangements for messing are made.
  - Implement anti – ragging measures as directed. Carry out surprise checks from time to time.
  - Guide newcomers.