

O/o the Secretary,
TTWREI Society,
Masab tank
Hyderabad.

MEMO

Rc.No.RDC/DEGR/OTHR/71/2019.

Dated:21.11.2019.

Sub:- TTWREIS-TTWRDC-Delegation of Vice principal, Deputy warden and other duties to regular Lectures /Non teaching staff in TTWRDCs -certain instructions issued - Regarding.

Ref:- Instructions of Secretary, TTWREIS

The attention of the Principals of TTWRDCs is drawn to the subject cited, wherein, certain principals and staff are not aware of Residential System and responsibilities to be executed in degree colleges.

In view of the above Principals of the TTWRDCs (22) in the state are here by instructed to delegate the various incharge duties to all the regular DLs recently appointed in the colleges for effective functioning of the institutions.

Vice Principal: The duty of vice principal should be delegated to the senior most regular DL. He/She is eligible to draw the Vice principal allowance as per the Gurukulam norms. The job responsibilities of Vice principal is enclosed here with.

Deputy Warden : Already separate Mess Managers are appointed by the Gurukulam/RCS to look after the Mess Management. However the Principal is here by instructed to allot a regular DL for every two months to guide the mess manager and monitor the stock register, issues, Annapurna entries etc.. He/She should monitor and verify every work of the mess manager for smooth functioning of the mess. He/She Should coordinate in conducting mess committee meetings periodically. The job chart of the Mess Manger is enclosed here with for information.

House Parent duties: The House Parent duties must be allotted to all the faculty members. The job chart is enclosed.

Examination branch: A team of the lecturers (Two or Three) must maintain the Examination branch. However the Vice Principal of the institution should act as the head of the examination branch. The examination branch team has to maintain all the examination issues such as weekly tests, internals, practical exams, pre finals etc. All the examination time table records, results with analysis must be maintained by the examination branch under the supervision of the Principal.

Other incharge duties:

(a) The other incharge duties such as NCC, NSS, Sports and Library - subjects - supervision must be allotted to regular DLs only. If the Guest faculty are full time incharges (Exp: Library, sports etc) in such cases regular DLs must be allotted to supervise and monitor such incharges.

(b) The respective science subject faculty will be incharges for their labs.

c) Besides this other in charges like Cosmetic, Amenities, Furniture, Electrical etc, should be given to non teaching employees such as Jr. Assistant/ DEO , Record Assistant / Lab Assistant etc.. and such incharge duties must be monitored by the regular lecturers.

Following guidelines should be followed by the incharges :

1. The Incharges are responsible to maintain all the records related to the subject and they must produce the updated records at any time depending on requirement.
2. The incharge duties should be changed among the staff for every two years so that every staff member will understand the nature of work and responsibilities of every wing other than science labs.
3. No staff member (Teaching or non teaching) are exempted from incharge duties.
4. The principal is responsible to delegate the incharge duties to the entire faculty uniformly depending on the institutional needs.
5. The incharge names must be displayed in the staff room.
6. If any program or any instructions given by Gurukulam/Principal, such instructions may be delegated to the staff by the principal.
7. The Principal can change the incharge duties among the staff based on the institutional needs.

The Principals are instructed to follow the above instructions scrupulously for the smooth functioning of the institution.

Any deviation in this regard will be viewed seriously.

Sd/-
Secretary


Dy. Secretary(DC)

To All the principals TTWRDCs in the state for necessary action.
Copy to JS, Gurukulam & RCs in the state for information.

TTWREIS-TTWRDC
DUTIES & RESPONSIBILITIES OF VICE PRINCIPAL

The Senior most faculty members will be designated as vice principal of the college. The Vice Principal will assist the Principal in proper functioning of the TTWR institutions in the aspects of academic, administrative, financial as well as in the Campus management. In the absence of the Principal the Vice Principal will attend the duties of the Principal.

ACADEMIC:

To strengthen the teaching and learning process in an effective manner the following schedule should be implemented.

1. The Vice Principal in discussion with HOD should prepare an Institutional plan for degree classes.
2. The Vice Principal should monitor the implementation of year plan, by maintaining the syllabus completion register and also get the same signed by the Principal every month.
3. The Vice Principal should prepare and monitor the class time-table and see that all the lecturers follow the given time table without any deviation.
4. The Vice Principal should ensure that all the subject lecturers of all the classes write the lesson plans every week and submit the same to the Principal on every Monday as per Society Instructions.
5. The Vice Principal should maintain the substitution register under his/her control and allot substitution duties whenever the lecturers are on leave/on duty etc.,
6. The Vice Principal should plan for the strategy meeting once in a month in coordination with the Principal and review the academic performance, club activities, filed works, project works etc.,
7. The Vice Principal shall be the overall in charge of all the tests/ examinations conducted in the college as per university /institution Almanac, under the guidance of the Principal Concerned.
8. The Vice Principal along with House master should motivate the students in reporting to the colleges on the day of re-opening.
9. He/She should supervise the club activities.
10. He/She should motivate and encourage the lecturers to take part in seminars in an innovative way with the help of latest technology and methodologies.
11. He/She should arrange a separate Parent and lecturer meeting under the supervision of the Principal.
12. He/She should ensure conducting subject-wise seminars by HOD, with proper subject experts.
13. He/She should maintain the list of the best students, poor performers and a list of the top (10) students after every Test/Examination.
14. Any other activity assigned by the Principal .

ADMINISTRATIVE:

1. The Vice Principal shall act as member selected of the Housekeeping Committee which will decide the purchase of electrical items, water supply repairs, etc., and sanitation, furniture, purchase of consumables, stationery, expenditure on special occasions and medical facilities etc., under the chairmanship of the principals

2. The Vice Principal shall also act as member on the Committee constituted for listing out the unserviceable articles and for placing before the Committee for physical verification and certification.

FINANCIAL:


1. The Principal and the Vice Principal will jointly sign the cheques with value above Rs.5000/- as co-signatory.

Co-Curricular Activities:

1 Clubs, Filed visits, Manuscript magazines, Project works, Debate leagues, Showcase of Clubs, Healthy Thursdays etc.,

NOTE: It should be noted by the Principal that by entrusting these responsibilities to the Vice Principal, the Principal is not relieved of these responsibilities. The Principal will continue to be responsible for overall administration and functioning of the Institution as well as ensuring a cordial academic atmosphere in the institution.

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Secretary


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**TTWREIS-TTWRDC
JOB CHART OF LECTURERS**

- (1) Every Lecturer is expected to attend to minimum of 3 lecture hours per day
- (2) Every lecturer should attend to 2hrs of tutorial class, 2hrs club activity and 2hrs of project work per week.
- (3) Lecturer should come well prepared for the class and should also be frequent visitor to the library, (4) science lecturers should conduct practical classes as per the time table.
- (4) Apart from teaching, each lecturer should take up the Incharge of other duties in the residential colleges.
- (5) Every lecturer will also have the duty of House parent to one class or for a batch of 40 students.
- (6) Lecturer should take CL with prior approval and work adjustments.
- (7) Night duties, (Minimum Two duties per week) Sunday and Holiday Duties are compulsory as assigned by the Principals. (However nursing mother are exempted from night stay Duty)
- (8) Since duties on Sundays and Holidays are a part of the duties of Residential College system.
- (9) All lecturers are expected to work as a team and strive to the best of their ability to improve the academic standards in the college.
- (10) The lecturer must find the future learners in his subject and should conduct the remedial teaching for them.
- (11) QUEST: Every lecturer should participate in Quest Program i.e., they should visit the house of at least one student during every vacation.
- (12) Any other duty assigned by the Principal.


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TTWREIS_TTWRDC
JOB CHART OF HOUSEMASTER

1. The House will consist of (maximum) of a section in a class.
2. Each House will have a lecturer who will be designated as House Parent hereafter. There shall be as many number of houses equivalent to number of sections for all classes in the institution.
3. The House Parent will also be the class-lecturer. The House Parent duties are part and parcel of Residential Pattern of Education. The House Parent is like a loco parent to all the students in the house taking care of their studies, stay, Health, Hygiene, safety etc., and moulding them as good citizens.
4. No Lecturer including contract and part time lecturers can refuse the responsibility of a House Parent.
5. Only lady lecturers should be made the House Parent in WOMEN institutions.
6. House Parent is also responsible for the discipline of all the students in the house.
7. The House Parent should appoint a House Student Leader and a House Deputy Student Leader through consensus of his / her house
8. The House parent should visit the dormitory every day or whenever he/she is free and the problems noticed should be recorded and inform the Principal with remedial measures to be taken. Medical emergency should be attended and same may be informed to Principal without any delay. Any Hospitalized student is also to be monitored along with Staff Nurse.
9. The House parent should conduct surprise kit inspections once in a month and maintain detailed inspection report in the House parent register, and submit the same to the Principal. (The Kit inspection shall be done on the same day at the same time in all houses by all House parents in an institution)
10. They should take up counselling in general to the students at least once in a week and special counselling separately for the students who are in need by external counsellors
11. They should keep track of the health of students and organize medical assistance as per the requirement.
12. They should identify slow learners and gifted students in the House and co-ordinate with other subject lecturers for academic improvement.
13. The House parent should arrange meeting with the Parents/Students of each House once in a quarter and see that they discuss all aspects of student with the parents. They should keep the parents informed and take their support and co-operation in the development of college. The minutes of the meetings should be recorded in the House Parent register and should submit the same to the Principal.
14. The House Parent shall be responsible and see that all the students amenities like textbooks, note books, bed sheets, plates and glasses etc., reach to all the students in their house as and when the stock is received.

15. Principals should review the functioning of each house periodically and in staff meetings and take all necessary measures to strengthen the functioning of this system and record observations in the House Parent register regularly.
16. The House Parent shall keep the pocket money of the students as custodian and pay back to students as and when needed duly maintaining a ledger.
17. The House parent shall educate the students not to store eatables in the boxes and consume later as it leads to health hazards. This habit is to be discouraged totally. Parents also are to be educated not to bring eatables when they visit their wards.
18. The House parent shall see that the students do not use cell phones. For any emergency, they have to use phone facility made available by the House-Parent / Principal. Any unwanted literature/ material found with students are to be collected and handed over to the Principal for disposal.
19. The House Parent shall see that RAGGING in any form is curbed. All newly admitted students should be given support & strength to avoid becoming a victim of Ragging. These students are to be educated on Prohibition of Ragging Act, which is illegal and attracts criminal / Disciplinary action against those who commit.
20. Any aberrations/abnormalities noticed in any House are brought to the notice of the Principal and it shall be discussed immediately with a group of lecturers constituted by the Principal to reduce the gravity / intensity / adverse effects of the problem (Such as group quarrelling /conflicts, theft cases, individual depressions / abnormalities in any sexual behaviour etc.,).
21. The House parent has to computerize the data / activities of the student and he has to inform the progress of the students in all aspects to the Parents every month. If there is any problem it must be informed to the Parent without any delay under intimation to the Principal.
22. Any other item of work entrusted by the Secretary / Principal (based on exigencies) should be attended by House parent.
23. House parents should monitor Physical presence of their house students from time to time along with class lecturers, PDs and PETs and do not allow them to go outside the campus of the institution.
24. House Parents should observe the feelings and psychological conditions of students closely and take appropriate steps by informing the Principals if any disorder is noticed.
25. If any unfortunate incidents such as deaths of students occur in an institution action Will be initiated as "CRIMINAL NEGLIGENCE" on the part of concerned Principal, House Parent, PD/PET as a collective responsibility.
26. Any other duty instructed by the Principal.

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**TTWREIS-TTWRDC
JOB CHART OF PHYSICAL DIRECTOR**

- (i) The Physical Director is the responsible for all round development of the student.
- (ii) The Physical Director shall be present in the campus from 5.00 a.m. to till the end of academic schedule on the day.

Timings:

Monday to Friday:

5.0 a.m. to 9.30 a.m.
1.00 p.m. to 7.30 p.m.

Saturday: 5.00 a.m. to 9.30 a.m.
2.30 p.m. to 7.30 p.m.

Sunday: 2.30 p.m. to 9.00 p.m.

- (iii) The physical education department has to prepare annual work plan and monthly activity plan and submit to the Principal. The Principal has to obtain the approval of the DCO/RCO concerned before 30th of June every year for their implementation.
- (iv) It shall identify the students who are interested in various games and sports by the end of June.
Society will provide funds for purchasing of the material and for organizing events.
- (v) It is responsible for campus maintenance. It should actively involved in kitchen gardening and Plantation raising in the institution.
- (vi) PD should leave the campus only after the arrival of the teachers to the classes. They should ensure that all students are present in classrooms after breakfast and dinner.
- (vii) They should show inspirational and motivational movies / documentaries of famous personalities to the students during their holiday duty.
- (viii) PDs should see that the campus is green with useful plants and saplings. They should take up cleaning work with the help of the students from 5.00 p.m. to 6.30 p.m. on 1st, 3rd and 4th Saturday of every month under Swatch programme.
- (ix) Any other duty instructed by the Principal.

**DAILY SCHEDULE FOR PHYSICAL DIRECTOR
MORNING 5.00 AM TO 10.00 AM**

1. 5.00 am to 5.15 am Assembly & Roll call of the students
2. 5.15 am to 6.30 am - Physical fitness training - Jogging and worming up exercises- PD prepare schedule as per the play fields facilities available in their institutions, prepare the coaching schedule by covering the objectives of physical fitness i.e.

Endurance, Agility, speed, power and flexibility, prepare special exercises programme to the students in the morning session.

3. 6.30 am to 7.30 AM personal preparation time to the students.
4. 7.30Am to 8.00 am breakfast (the PD should see that the breakfast should be supply hygienic and maintain dining hall neat and tidy.
5. 8.00 Am to 8.45 am Study Hour.
6. 8.45 Am to 9.00 Am Assembly, while conducting assembly the PD should check the uniform and hair style of the students and also follow the instructions issued by the Academic section of this office regarding conduct of morning assembly.
7. 9.00 Am to 10.00 Am reporting to the Principal about absentees and sick students in the morning session.

Lunch Duty 1.00 PM to 2.00 PM. The Principal will allot duties to the subject teacher's on Rotation basis at least two lecturers along with GNM and mess manager to maintain discipline in dining hall.

Evening 4.30 pm to 7.30 pm:

- a).4.30 pm to 4.45 pm snack
(The PD maintains the Discipline among the students while distributing the snacks to the students along with house parents.)
- b).4.45 pm to pm 4.55 pm Assembly. (The PD should see that all Students attend the evening roll call with prescribed PT uniform.
- c).5.00 to 6.00 pm Games & sports activities All the PD Prepare year plan of physical education activities as per the Available play fields in their institutions and divide the students as per the body types, Asthenic, Athletics, and picnic methods use for dividing students in suitable games and sports activities.
- d) 6.00 to 6.10 pm Assembly. (All the students will assemble for National anthem)
- e). 6.10 to 6.30 pm personal time & fresh up of the students.
- f). 6.30 to 7.30 pm dinner. (The PD shall maintain Discipline in dining hall during the Dinner and also see that all Students should eat food properly and maintain cleanness in The dining hall. Arrange food/ mess leaders during the break Fast, Lunch and dinner times.


B.THE FOLLOWING REGISTERS AND RECORDS TO BE MAINTAINED.

1. Games & Sports stock register.
2. Games & Sports Issue registers.
3. Height and weight record registers (measure the Height and weight of pupils i.e. for every Three Months).
4. Ground Attendance register for Morning & Evening activities
5. Case study registers (the PD record the individual's participation in Games and Sports, NCC, Personal behaviour with teachers and students.
6. Games & Sports Achievement register. (Students participating in Games and Sports activities District, State, National & International level
7. Skill Test Register - conduct of battery tests to the students from Degree College Students. For every Three Months.

INSTRUCTIONS TO THE PDs

1. All the PD maintains the proper uniform during the morning and evening ground activities. i.e. track suits and sports shoes and also keep their bodies physically fit.

2. The PD should Maintain Head Quarters.
3. The PD should maintain all Registers, Records and activities in Degree College. the PD coordinate all activities from morning and evening, Dining hall duties, participating students in various tournaments etc.
4. The PD will be held responsible for maintaining discipline among the students in the Institution.
5. Encourage the students in individual sports i.e., Athletics, Judo, Wrestling, Shooting, Fencing, Weight lifting etc.
6. Every weekend morning session conduct mass Yoga & Aerobics to the all students on music by utilizing the PA system i.e. (Friday & Saturday) in the evening conduct march past and recreational games.
7. PD should plan to conduct intensive coaching to the talented students in games and sports activities for producing them as a state and National & University for the year 2019-20.
8. Maintain play fields neatly with required markings, if the sufficient water facility available in the Institutions sprinkle the water to the play fields so that avoid injuries and dust allergies to the players
9. Maintain campus cleaning and green with the coordination of the Principal. Lecturers and other staff members of the Institution.
10. During inspection the PD should submit the registers and other achievements in games and sports to the inspection authority.
11. Rotation of the holiday Duties along with the Teaching Staff in the Campus.

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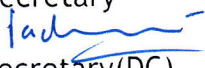
**TTWERIS-TTWRDC
JOB CHART OF LIBRARIAN**

- (i) Each librarian is required to submit annual work plan to the principal.
- (ii) He has to prepare weekly album with latest information culled out from periodicals / newspapers. He is entrusted with responsibility of developing writing and reading habits among the students.
- (iii) He has to organize monthly subject-wise book exhibitions in the school premises. This would increase the students' awareness of the titles of the books available in the institution library.
- (iv) The librarian must assist the principal in providing career guidance to the students.
- (v) The librarian has to prepare a time table in such a way that all classes attend library sessions on rotation basis every Sunday. She/he can claim leave on Monday.
- (vi) The librarian has to collect & manage books, magazines, news papers, electronic documents in a proper way.
- (vii) The librarian has to help students in preparing morning assembly activities.
- (viii) The librarian has to attend the supervision study along with the subject teachers as per the schedule.
- (ix) The librarian should be an active member in Saturday club activities and also in the litter free & green warrior club and must actively participate in the club activities as per the schedule.
- (x) Any other duty instructed by the Principal.

ACTIVITIES OF THE LIBRARIAN TO BE IMPLEMENTED THROUGH OUT THE YEAR

- a. **Class library:** The librarian has to start the class libraries. This should be done by issuing 20 books weekly to library assistants and made them to circulate among all students in the class throughout the week.
- b. **Preparing albums:** Encourage students to prepare weekly albums with latest information collected from news papers, magazines etc...
- c. **G.K. Hunt:** Students have to find important G.K. bits from newspapers and weekly quiz competitions can be conducted.
- d. **Reading club:** Organize reading clubs to encourage book reading habit among students during their library. The students must read at least 2 books per month.
- e. **Famous historical figures (Biographies):** Students should be encouraged to read books, biographies of famous personalities by giving weekly theme in club time
- f. **Monthly book exhibition:** monthly book exhibition must be organized for creating awareness of books available in library.
- g. **Awareness & Volunteer activities:** Choosing an important social issue, and creating awareness programmes on it on monthly basis.


- h. **Celebrating important days of the month:** Competitions and activities can be conducted on important days of month.
- i. **Career Guidance:** He should be one of the members of the HEC and must engage with works of HEC.

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TTWREIS-TTWRDC
JOB CHART OF MESS MANAGER

1. The Mess Manager Cum Warden is the in charge of the hostel. He/She should prepare monthly indents and get them approved by the Principal and attend the purchases from Civil Supplies and other Government approved agencies.
2. He / She has to maintain all the relevant records pertaining to the Hostel and he she is responsible for maintenance of the stocks and accounts.
3. It is his/her duty to maintain discipline and orderliness in the dining hall with the help of the House Masters 'and Physical Education Teacher / Physical Director.
4. It is his / her duty to adjust the per-capita expenditure within the provision and submit monthly per-capita statements regularly to the Principal.
5. At the time of receipt and issue of milk, vegetables and other provisions, he/she must be present along with one or two students and should sign in the registers in token of receipts and issues.
6. He/She must maintain indent sheets for daily issue to cooks in duplicate duly signed by them.
7. He/She has to co-operate with the principal and discharge duty entrusted to him / her by the principal for smooth and efficient functioning of the Institution.
8. He/She must see that nothing is wasted in the dining hall at any time.
9. He/She should see that the health and hygienic conditions are maintained properly in the kitchen and dining hall
10. He/She should stay one or two days after the closing day of every vacation and holidays to verify the stocks and to seal the kitchen and storeroom. He/She should also be present one or two days before the re-opening after every vacation and holidays to prepare indents and get the stocks in advance.
11. He/She should conduct food committee meetings once in a month to take the suggestions from the committee members in maintaining the hostel.
12. He/She should arrange one of the staff members as in charges Mess Manager Cum Warden whenever he / she takes leave with the approval of the Principal.
13. He/She should seek the permission of the principal and the food committee for introduction of any new system or withdrawing any old system in the dining hall.
14. Leave for kitchen Staff will be granted by the Principal only on the recommendation of the Mess Manager Cum Warden.
15. He/She shall be present in the dining hall during breakfast, lunch and dinner.
16. Any other duty instructed by the Principal.


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TTWREIS-TTWRDC
JOB CHART OF GNM/ STAFF NURSE

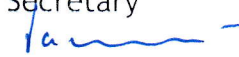
ROLES & RESPONSIBILITIES OF GNMs:

1. GNM is the sole in charge of the Wellness Centre which has been set up in the campus in order to monitor the health and hygiene of the students.
2. GNM should be available during the regular working hours of the institution i.e, from 8.00 am to 1.30 pm. However, the GNM should be available during the study hours as per the duties posted by the Principal/Vice Principal.
3. GNM should reside close to the institution in order to attend to emergency, if any, and on need basis as directed by the Principal.
4. GNM should be available in the institution during the holidays as per the duties allotted by the Principal/Vice Principal.
5. It is the sole responsibility of the GNM to prepare indent for medicines every month and procure through PHC. Medicines which are not available in PHC should be purchased from private sources.
6. GNM should accompany the sick child to the district hospital for providing her treatment. It is a mandate that the GNM should accompany the students who are sick when admitting them to the hospital.
7. GNM should ensure that all the needs of the sick students are taken care of and should continuously monitor them.
8. The GNMs should conduct health education classes every Monday from 4.00 pm to 5.00 pm by coordinating with the Panacea team.
9. GNM should maintain the stock & issue register of medicines and keep it up-to-date.
10. Should monitor the health of the students suffering with chronic diseases & keep a track of their health based on the investigation reports for their intake of timely medicines. Should also counsel the parents to ensure that the student gets enough moral support from them.
11. Should maintain menstrual cycle register provided it is a girls' institution.
12. GNM need to strive hard for prevention & elimination of scabies & anemia among the children in the institution. In this regard, the GNM should also counsel the students and educate them about the ill effects of various diseases & infections.
13. GNM should also be able to identify certain behavioural issues based on the psychological changes with due support of the House master concerned.
14. SIF Note has to be updated every day without fail.
15. Should call Panacea & submit the daily report to the Panacea Team before 1.00 pm without fail.
16. GNM also need to check on the quality of the diet being provided to the students as per the diet chart to ensure that the concerned cook is following the menu as per the chart and providing quality food to the students.
17. Any other duty instructed by the Principal.

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TTWREIS-TTWRDC
JOB CHART OF GUEST COMPUTER PROGRAMMER

1. He should take the Computer lab classes as per given schedule.
2. Maintaining Academic Record
 - a. Teaching Dairy
 - b. Teaching Notes
3. Maintaining academic plan for computer subject.
4. Taking Theory Classes if instructed.
5. Conducting Practicals.
6. Conducting computer classes for non computer students.
7. Conducting periodical tests and evaluation.
8. Preparation of students to face online examinations.
9. Preparing students for certificate courses Viz., CMC ,Oracle and other reputed certifications
10. Maintaining performance reports.
11. Maintenance of Computer labs.
12. Installations of required Software.
13. Hardware Maintenance of systems.
14. Should keep all the systems up to date in regular intervals for all the classes.
15. Giving the Project works at the end of the year.
16. Conducting Practical Exams as per the schedule (Not only Theory).
17. Any other academic work assigned by principal.
18. Maintaining lab registers.
 - Students Attendance.
 - Stock Register.
 - Softwares Register
 - Hardware Maintenance Register.
 - Furniture Register.

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