

DEPLOYMENT OF STAFF IN NON - ACADEMIC ACTIVITIES

Duties and Responsibilities of Lecturers

Regular Duties:

1. College timings are 9 am to 5 pm. Each lecturer is expected to be present in the college by 8:50 am and stay up to 5:10 pm.
2. Each lecturer will teach an average of 4 classes per day (a total of 24 classes a week).
3. He/she will be responsible for:
 - (a) Writing lesson plans, teaching notes, and teaching diary.
 - (b) Setting question papers and correcting answer scripts for tests and exams. Grading of answer scripts must be done in a fair and impartial manner.
 - (c) Preparing progress cards for all students.
 - (d) Identifying future learners and gifted students and provide needed assistance (remedial classes, mentor ship sessions, etc.). However, no student should be given special help during examinations (as by revealing questions beforehand or giving hints/answers during tests).
 - (e) Preparing teaching aids and developing research projects.
 - (f) Participating in Department and Faculty Forums.
4. He/she will perform Night duties and Sunday/other holiday duties as per the roster in the college. There will be no compensation for Sunday/holiday duties.
5. All lecturers can avail a total of 5 optional holidays and 15 CLS (casual leaves) per year. Women lecturers can avail of 5 additional CLs per year. He/she cannot avail more than 4 CLS in a month.
6. The senior-most lecturer in a subject will act as in-charge of the department and be responsible for maintaining records such as (a) attendance registers, (b) marks registers, and (c) lab stock/library book registers for the department.

Night Stay Duties:

1. Each lecturer will have to complete 3 or 4 Night duties per month (depending on the strength of the college). For Night duty, the lecturer shall continue to stay in the college from 5 pm (at the end of regular time table) overnight until then next day. He/she will supervise Evening study period (around 8 pm - 10 pm). If the following day is a working day, he/she can leave the college at 1:30 pm.

2. Exemption from Night Duty for a limited time period may be provided on a case-by-case basis on the discretion of the Principal and Head Office. Exempted lecturers may have to compensate by taking up other responsibilities as directed by the authorities.

3. Escort Duties A lecturer shall escort students to other colleges or venues to attend events such as VIBRATIONS (cultural activities), University and Entrance exams, Sports meets, etc. as directed by the Principal / Head Office.

4. Occasionally, a lecturer may have to escort a sick student to a P HC or local hospital.

Other Duties:

In case of emergency or absence of another staff member, a lecturer may have to temporarily take up some administrative work (such as that of the Vice Principal) or teaching duties (of a lecturer from a related subject).

Duties and Responsibilities of House Parents

1. Each section of a class (around 40 students) comprises a House.

2. The Class Teacher of each House will be designated the in loco parentis or House Parent for the class. No Faculty member can refuse to be a House Parent as it is the backbone of the Residential System. However, only women Class Teachers can be House Parents in Women's Colleges.

3. The House Parent will create and update an information sheet for each student in the House. This sheet should note:

(a) The names and phone numbers of parents.

(b) The postal address of parents.

(c) List of authorized visitors with names, relationship and photographs.

(d) Any chronic medical condition (requiring medicine or special care) such as allergies.

All sheets should be assembled into a Class Book which can be made available to the Principal, HS, or any other Faculty member in need of this information (for example when the House Parent is on leave).

4. The House Parent will make a daily round of the class dormitory to check for cleanliness and order.

5. A sick student should be reported immediately to the HS and Principal.

6. The House Parent will be present when parents visit the students of her House on Second Saturdays. On other Saturdays, the House Parent will hold

an interaction[counseling session with the House members to understand their difficulties and provide guidance in improving their performance in the college.

7. The House Parent may appoint a student as the House Leader to help in managing the House. The House Leader can be appointed by election, or by lottery, or by rotation as per the attendance register. A new House Leader may be appointed each month to give every student a chance to play a Leadership role.

8. Once a week, all House Parents in the College will simultaneously conduct a Kit Check to go through the belongings of the students and confirm that

- (a) All issued items (like sheets and blankets) are present and in good condition (not given away to parents, for example).
- (b) No unauthorized items are present. These include food and medicines (likely to be given by parents). Students should be counseled not to store food in the dormitory (and consume all gifted or purchased food items as early as possible). Special care should be taken to check for nail polish or other chemicals that can cause self-harm.
- (c) All materials are organized neatly in the storage space.



**TELANGANA SOCIAL WELFARE RESIDENTIAL
DEGREE COLLEGE FOR WOMEN , MANCHERIAL,
DIST: MANCHERIAL-504208**



(Affiliated to Kakatiya University . College Code: 635)

D.Sumathi
M.A. (Ph.D)
Principal


Mobile: 7995010674
E-mail: Prl-rcw-mncrl-swrs@telangana.gov.in



MAINTENANCE OF HOUSE REGISTERS

A house register for each class is maintained by the incharge faculty. This register keeps a track of the students, biodata, health profile, and academic performance data. Below is the sample of the register.

**STUDENT PROFILE
BIO-DATA**



NAME OF THE STUDENT	
FATHER NAME	Madamulla Jayasree
MOTHER NAME	Madamulla Mitha Sathi
DATE OF BIRTH	Madamulla - 24/04/2003
AADHAR NUMBER	5 915 2388 5348
ADDRESS	H-No- 26-1-31 Village- Bellampalli Mandal- Bellampalli District- Mancherial Pin code no- 504251
PHONE NUMBER	9849221586
WHATSAPP NUMBER	9849221586
EMAIL	Madamulla.jayasree24@gmail.com
CASTE	SC (Madhiga)
CASTE CERTIFICATE NO	
IDENTIFICATION MARKS	1) A mole on the leg 2) A mole on the Right hand middle finger
MOTHER TONGUE	Telugu
FATHER OCCUPATION	X-employee
MOTHER OCCUPATION	house wife
SIBLING DETAILS	3 elder sisters (Rajesh, prashanth, praveen) brothers

HEALTH PROFILE

- HEIGHT 4.11
- WEIGHT 45
- VISION (NORMAL, USING SPECTACLES) 14
- INDICATIONS OF SICKLE CELL ANEMIA (FERRITIN) 45
- HAEMOGLOBIN % 10.20
- HAEMATOCRIT (%) 31.0
- TUBERCULOSIS 1.0
- HISTORY OF ALLERGIES 1.0
- CHRONIC DISEASES, IF ANY 1.0
- HISTORY OF SURGERIES UNDERGONE 1.0
- REGULAR MEDICATION, IF ANY 1.0

DATE	TYPE OF SICKNESS	ACTION TAKEN	SIGNATURE

17 MENSTRUAL CYCLE CHART

DATE	PERIOD	DAY	TYPE OF MENSTRUATION

ACADEMIC PROFILE

- SBC PERCENTAGE AND MEDIUM OF INSTRUCTION: E-S Gen and Central medium
- INTERMEDIATE PERCENTAGE AND MEDIUM OF INSTRUCTION 45
- DEGREE 45

SEMESTER-1

SUBJECT NAME	INTERNAL-1	INTERNAL-2	SEMESTER
1. EN	1	2	A
2. EN	19	15	C
3. EN	18	15	C
4. EN	23	21	A
5. EN	19	15	A
6. EN	14	12	B
			7.82

SEMESTER-2

SUBJECT NAME	INTERNAL-1	INTERNAL-2	SEMESTER
1. English	18	12	A
2. Sanskrit	18	12	A
3. Sanskrit	14	10	A
4. EN	15	10	C
			7.47

SEMESTER-3

SUBJECT NAME	INTERNAL-1	INTERNAL-2	SEMESTER
1. EN	12	13	A
2. EN	12	13	A
3. EN	14	19	A
4. EN	19	20	A
5. EN	15	18	A
6. EN	15	13	A
			7.82

SEMESTER-4

SUBJECT NAME	INTERNAL-1	INTERNAL-2	SEMESTER
1. Pmc	1	01	0
2. Pmc	10	12	A
3. Pmc	14	12	A
4. Pmc	14	20.00	2.82
5. Pmc	19	17	A
6. Pmc	16	17	7.82

SEMESTER-5

SUBJECT NAME	INTERNAL-1	INTERNAL-2	SEMESTER
1. Cnc	11	19	0
2. English	18	14	0
3. English	10.0	13	0
4. Maths	19	19	0
5. Maths	20	20	0
6. Maths	18	17	2.30

SEMESTER-6

SUBJECT NAME	INTERNAL-1	INTERNAL-2	SEMESTER
1. Telugu	12	13	A
2. English	17	14	B
3. Maths	12	22	A
4. Maths	20	18	0
5. English	19	19	0
			6.05


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STUDENT LEADERS

STUDENT LEADERS				
STUDENT LEADERS	SEMESTER-1	SEMESTER-2	SEMESTER-3	SEMESTER-4
CLASS LEADER	1. A. Nanditha 2. P. Shravani	E. Vishnubhargavi S. Varalaxmi	A. Devi D. Shravani	Ch. Rajitha S. Anusha
SICK LEADER	1. Ch. Rajitha 2. K. Soumya	T. Jaya Sasi K. Kavya	Ch. Vandana S. Padma	E. Vishnubhargavi D. Neha
DORMITORY LEADER	1. D. Shravani 2. A. Nanditha	Ch. Rajitha Ch. Vandana	B. Neha G. Maheshwari	M. Vyshnavi T. Jayasasi
STUDY LEADER	S. Varalaxmi E. Vishnubhargavi	D. A. Devi J. Sony	S. Anusha Ch. Rajitha	P. Shravani B. Soujanya
MESS LEADER	1. N. Rashwitha 2. B. Soujanya	G. Maheshwari S. Padma	1. A. Nanditha 2. J. Sony	S. Varalaxmi K. Kavya
SPORTS LEADER	1. N. Rashwitha 2. M. Vyshnavi	N. Rashwitha M. Vyshnavi	G. Deepika D. Rajarounika	K. Soumya N. Rashwitha

Every year student leaders are selected by the faculty to ensure smooth running of the classes at the grass root level, thereby contributing to the leadership skills of the students and overall functioning of the college.

Sumathi

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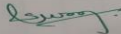
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BUDDY PAIRS

BUDDY PAIRS	
A. Akhila	B. Priscilla
D. Namalha	S. Pavani
D. Bejitha	B. Vandana
G. Navya	M. Jayasree
T. Navyasree	D. Adista
M. Swetha	G. Gouri
J. Manasa	S. Archana
T. Meghana	M. Rakshitha

T. Ramadevi - Est 

Our faculty forms student buddy pairs in each class and usually the pair would have a fast learner and a slow learner.


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MORNING ROLL CALL BY PD

The students wake up at 5.30 AM every day followed by ground time. The Physical Director takes roll call to make sure all the students are a part of the morning exercise routine.





EVENING ROLL CALL BY PD





TSWROCW MANCHERIAL DIST MANCHERIAL							
ROLL CALL ATTENDANCE REPORT							
S. NO	GROUP	MAY 2014		JUNE 2014		TOTAL	
		PRESENT	ABSENT	PRESENT	ABSENT		
		MAY		JUNE			
1	MPC	11	1	11	0	11	
2	DATA SCI	12	0	12	0	12	
3	MSE	15	0	15	0	15	
4	MPC	15	0	15	0	15	
5	B.COM-CA	15	0	15	0	15	
6	B.COM-GEN	15	0	15	0	15	
7	BA-HEP	15	0	15	0	15	
TOTAL		84	1	84	0	85	
		MAY		JUNE			
1	MPC	11	0	11	0	11	
2	MPC	12	0	12	0	12	
3	MPC	15	0	15	0	15	
4	BPC	15	0	15	0	15	
5	B.COM-CA	15	0	15	0	15	
6	B.COM-BA	15	0	15	0	15	
7	DATA SCI	15	0	15	0	15	
TOTAL		84	0	84	0	84	
		MAY		JUNE			
1	MPC	10	0	10	0	10	
2	MPC	12	0	12	0	12	
3	MPC	15	0	15	0	15	
4	BPC	15	0	15	0	15	
5	B.COM-CA	15	0	15	0	15	
6	B.COM-GEN	15	0	15	0	15	
7	BA-HEP	15	0	15	0	15	
TOTAL		87	0	87	0	87	
MORNING		EVENING		MORNING		EVENING	
GRAND TOTAL		GRAND TOTAL		GRAND TOTAL		GRAND TOTAL	
TOTAL PRESENT		TOTAL PRESENT		TOTAL PRESENT		TOTAL PRESENT	
TOTAL ABSENT		TOTAL ABSENT		TOTAL ABSENT		TOTAL ABSENT	


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MORNING ASSEMBLY

All the faculty members along with the Principal and Vice principal attend the morning assembly without fail, kicking starting the day with a positive attitude.







Swamy

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BALANCED DIET

Each Faculty gets a chance to be the Incharge of the college mess twice in a month on rotation basis. And the concerned faculty makes sure that the diet menu prescribed by the Head office is followed without deviation everyday. The food provided to the students, its quality and quantity is recorded in a register.





TSMES

Manchryta

Dashboard

**** Notice Board ****

Any updation / Modification required in TSMES please send csv

248,908.72
Purchase Amount in this month

School Info

Name	Designation	Contact	Email
D.SUNITHI	Principal	989332619	get.dhw.mcsr@tsmcs.org
LAKSHA	Asst Care Taker	920022903	
Dr.S.PARVANA	Care Taker	915492207	spvanna72@gmail.com

Update

0 Today Attendance

7436.00 Today Consumed Amount

0.00 Today Total Balance Amount

-7,436.00 Today Remaining Balance Amount

2414 Month Attendance

98,505.52 Month Consumed Amount

116,806.45 Month Total Balance Amount

18,300.93 Month Remaining Balance Amount

Manchryta

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11:51 AM 05/11/2024

ksurya

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SUPERVISORY STUDY REGISTER

All the faculty get turns to monitor study hours on a rotation basis. The study hours are from 8 pm to 10 pm. During this supervision the faculty monitor all the classes and mark attendance. Below is the sample of night duty register.

TSWRDC (W), MANCHERIAL									
DAILY CONSOLIDATED ATTENDANCE									
GROUP	Date: 05-07-2023			Date: 06-07-2023			Date: 07-07-2023		
	TOTAL ADMITTED	PRESENT	ABSENT	TOTAL ADMITTED	PRESENT	ABSENT	TOTAL ADMITTED	PRESENT	ABSENT
I-YEAR									
MPC	14	14	—	14	14	—	14	14	—
DATA SCI	13	13	—	13	13	—	13	13	—
MZC	21	21	—	21	21	—	21	21	—
BZC	28	24	4	28	24	04	28	24	4
B.COM-CA	31	31	—	31	31	—	31	31	—
B.COM-GEN	24	23	1	24	23	01	24	23	1
BA-HEP	31	29	2	31	30	1	31	29	2
TOTAL	162	155	7	162	156	6	162	155	07
II-YEAR									
MPC	23	20	3	23	20	3	23	20	3
MPCS	25	23	2	25	23	2	25	23	2
MZC	29	29	—	29	29	—	29	29	—
BZC	25	19	6	25	19	6	25	19	6
B.COM-CA	24	27	2	24	27	2	24	26	3
B.COM-BA	21	20	1	21	17	4	21	17	4
DATA SCI	16	15	1	16	15	1	16	15	1
TOTAL	160	153	15	160	150	10	160	149	19
III-YEAR									
MPC	13	7	6	13	07	06	13	7	6
MSCS	22	13	9	22	14	08	22	14	8
MZC	27	01	26	27	01	26	27	01	26
BZC	26	04	22	26	03	23	26	3	23
B.COM-CA	26	19	7	26	18	08	26	19	07
B.COM-GEN	22	15	7	22	17	05	22	17	05
BA-HEP	18	2	16	18	02	16	18	02	16
TOTAL	184	61	123	184	62	122	184	62	122
GRAND TOTAL	404	369	115	404	368	116	404	367	117

TSWRDC (W), MANCHERIAL 10 th year						
DATE: 31.12.2020						
DAILY SUPERVISION STUDY						
CLASS	TOTAL ADMITTED	TOTAL PRESENT	ABSENT NUMBERS	TOTAL ABSENT NUMBERS	SICK NUMBERS	NO. SICK
MPC	16	11	1, 9, 12, 14, 10CC	5	-	-
MSCS	22	15	1(C), 3(C), 7, 6, 7, 9, 14, 20	07	-	-
MZC	27	26	10	1	-	-
BZC	27	24	7, 12, 18	03	-	-
B.COM-CA	27	24	8, 10, 12	03	-	-
B.COM-GEN	22	18	10, 19, 13, 14	04	-	-
BA-HEP	20	17	1, 4, 19	3	-	-
TOTAL	161	133		28		

DAILY ATTENDANCE						
CLASS	TOTAL ADMITTED	TOTAL PRESENT	ABSENT NUMBERS	TOTAL ABSENT NUMBERS	SICK NUMBERS	NO. SICK
MPC	16	11	1, 9, 10 (C), 12, 14	5	-	-
MSCS	22	13	1(C), 3(C), 2, 6, 7, 9, 14, 20, 21	09	-	-
MZC	27	26	10	01	-	-
BZC	27	24	7, 12, 18	03	-	-
B.COM-CA	27	24	8, 10, 12	03	-	-
B.COM-GEN	22	18	10, 12, 13, 14	04	-	-
BA-HEP	20	17	1, 4, 19	03	-	-
TOTAL	161	127		34		

DAILY NIGHT STUDY ATTENDANCE						
CLASS	TOTAL ADMITTED	TOTAL PRESENT	ABSENT NUMBERS	TOTAL ABSENT NUMBERS	SICK NUMBERS	NO. SICK
MPC	16	11	1, 9, 10 (C), 12, 14	05	-	-
MSCS	22	12	1(C), 2, 3, 4, 6, 7, 9, 13, 20, 21, 22, 23, 24, 25, 26 (Sports)	10	-	-
MZC	27	24	(10, 12, 15, 17, 23) Sports	03	-	-
BZC	27	20	(10, 12, 15, 17, 23) Sports	07	-	-
B.COM-CA	27	23	8, 10, 12	04	-	-
B.COM-GEN	22	14	8(C), 3(C), 4(C), 16(C), 20, 21, 22, 15	08	-	-
BA-HEP	20	17	01, 4, 19	03	02	01
TOTAL	161	121		40		01

OVER ALL STRENGTH	SUPERVISION STUDY	DAILY ATTENDANCE	NIGHT STUDY ATTENDANCE
	161	161	161
PRESENT	133	133	121
ABSENT	28	38	40
SICK	-	-	01

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VICE PRINCIPAL

PRINCIPAL




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DORMITORY VISIT



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GYM ACTIVITIES OF STUDENTS

Our College's Physical Director engages the students actively in the college's gym.



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