

# TSWRDC Employee Handbook

## *Duties and Responsibilities*



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## **1 Model Time Table for TSWRDCs**

- Model Time Table for TSWRDCs will be shared later

## **2 General Discipline**

Staff and students at TSWRDCs will strive to be model citizens. This means

1. Speaking in polite and courteous language. Raised voices and insulting language (to hurt someone's self esteem) should not be tolerated at any level.

There should be zero tolerance for ragging and bullying among students or by Staff members. The Faculty should be especially vigilant in providing good role models for students by avoiding berating and belittling their colleagues.

The Discipline Committee of the College should investigate all complaints of rude and harsh words and counsel offenders to improve their social behavior.

Repeat offenders should be reported to the ZC / HO.

2. A neat and clean personal appearance.
3. Creating and maintaining not just a clean, but an aesthetically pleasing and beautiful campus. Every Staff member and student should work actively for this.
4. No student can be given physical (corporal) punishment. This includes asking a student to stand/run or do any other physically stressful activity as a consequence of indiscipline.
5. Striving for punctuality.
6. Striving for excellence in all assigned tasks.
7. Creating a positive atmosphere in the college, staying away from gossip and constant criticism.
8. Willingness to learn from seniors and mentor juniors.
9. Refraining from asking for or giving personal favors (doing some- one else's work to gain marks or other advantages). No student should be asked to perform personal chores for Faculty (for ex- ample, clearing their used plates from the dining hall).
10. Willingness to do some volunteer work for the benefit of the so- ciety (your colleagues).

### **3 Safety of Students**

Safety of the students is of prime importance. Every visitor to the campus should be screened and registered at the Gate.

1. The House Parent should have a Personal Information Sheet for each student in his/her class. This sheet should have the names, relationship, and photographs of family members authorized to visit the student. Only authorized family members should be al- lowed to visit the student during Second Saturday Parents' Meetings.
2. Males between the ages of 12 - 35 cannot be allowed to visit a student even if they are blood relatives (brothers) as they may develop undesirable friendships with other students in the College.

3. Students should be allowed to make phone calls to family with utmost discretion. The identity of any person making phone calls to a student should verify diligently.
4. When outside the campus for attending exams or sporting events, all students of the group should always be in the visual field of the Escort.
5. Students admitted to a hospital should have a staff member or family member in attendance.

## **4 Duties and Responsibilities of Principal**

### **Regular Duties:**

1. The foremost responsibility is to create a positive atmosphere in the college by supporting Faculty and students to excel in all activities noted in the TSWRDC Academic Calendar.

In this matter, it should be noted by the Principal and communicated to the Faculty that the new National Education Policy has directed that there be no difference in importance given to Curricular, Co-curricular, and Extra-curricular Activities as all contribute towards developing the personality of the student.

The Principal will treat all Faculty and students equally, without dispensing special favours.

2. The Principal will constitute College Committees to assist in managing the College activities, and ensure that the Committees have all the resources and support to function optimally.
3. The Principal will communicate achievements and problems of the College with the ZC / HO during scheduled Video conferences. This includes cases of indiscipline and attendance shortfall. In addition to routine
  - (a) Zone-wise Video Conference on every Friday.
  - (b) Submission of Bills on the 22<sup>nd</sup> of each month.

Principals should appraise the Head Office of any important issue immediately.

4. The Principal will make a daily round of the:
  - (a) Dormitories, including bathrooms and toilets.
  - (b) Kitchen and dining hall.
  - (c) Classrooms, laboratories, staff rooms, library, and other areas of the College.
  - (d) Wellness Center.
  - (e) College grounds.to note any damage or dirty/unhygienic conditions and immediately take the necessary action.
5. The Principal should be present on Campus during teaching hours of 9 AM to 5 PM. In addition, the Principal should attend at least one morning (5:15 AM - 6:15 AM) and one evening (5 - 6 PM) Physical Activity session each week to ensure that students are participating in these activities. The Principal should also make a visit during Homework and Revision Activities (8 - 9 PM) at least once a week.
6. The Principal is responsible for the Academic activities of:
  - (a) Drawing up the daily time table and ensuring adherence to the time table by staff and students.
  - (b) Conducting Pre-final examinations.
  - (c) Finalizing the list of candidates eligible for the Semester examinations.
  - (d) Following University Almanac in conducting Internal Assessment and Semester examinations, and conveying the results to the University before the deadline.
7. The Principal will ensure that Parents' Visits are smooth and orderly. Special care is to be taken to allow only authorized persons from a family to meet the student.
8. The Principal can avail a total of 5 optional holidays and 15 CLs (casual leaves) per year. Women Principals can avail of 5 additional CLs per year. He/she cannot avail more than 4 CLs in a month.

### **Assigning Duties:**

Assigning Night Stay and Holiday duties is one of the most difficult

tasks. No teacher should feel targeted for excessive and unfair Duties. To avoid even an appearance of partiality,

1. The Principal may set up a team of 2-3 Faculty to draw the NightDuty Calendar.
2. Night Duties can be assigned by roaster. A Faculty member may be allowed to exchange their date with any other willing colleague in case of personal difficulties in accepting a particular date. All such exchanges should be communicated to the Principal.

Similarly, assignments for Committee duties and Escort duties should be done in a transparent manner, using a roaster system wherever possible.

#### **Other Duties:**

### **5 Duties and Responsibilities of Vice-Principal**

#### **Regular Duties:**

1. The Vice-Principal will assist the Principal in all Institutional work. He/she will take over all duties of the Principal in absence of the Principal.
2. The Vice-Principal will conduct elections for the Student Council.
3. The Vice-Principal will make a daily round of the:
  - (a) Dormitories, including bathrooms and toilets.
  - (b) Kitchen and dining hall.
  - (c) Classrooms, laboratories, staff rooms, library, and other ar-eas of the College.
  - (d) Wellness Center.
  - (e) College grounds.to note any damage or dirty/unhygienic conditions and immediately notify the Principal and/or take the necessary action.
4. The Vice-Principal should be present on Campus during teaching hours of 9 AM to 5 PM. In addition, the Vice-Principal should attend at least one morning (5:15 AM - 6:15 AM) and one evening (5 - 6 PM) Physical Activity session each week to ensure that students are participating in these activities.

The Vice-Principal should also make a visit during Home work and Revision Activities (8 - 9 PM) at least once a week.

5. The Vice-Principal will assist the Principal in:
  - (a) Drawing up the daily time table and ensuring adherence to the time table by staff and students.
  - (b) The Vice Principal should maintain the substitution register under his/her control and allot substitution duties whenever the teachers are on leave/on duty/absent.
  - (c) Conducting Pre-final examinations.
  - (d) Finalizing the list of candidates eligible for the Semester examinations.
  - (e) Following University Almanac in conducting Internal Assessment and Semester examinations, and conveying the results to the University before the deadline.
6. The Vice-Principal shall act as Chairman of the Housekeeping Committee to decide the purchase of:
  - (a) Consumables such as stationary.
  - (b) Goods for electrical and plumbing (sanitation) repairs.
  - (c) Expenditure on special occasions.
  - (d) Medical expenditure.Each Cheque should be signed jointly by the Principal and Vice-Principal.
7. The Vice-Principal will ensure that only authorized persons from a family to meet the student during Parents' Visits on Second Saturdays.
8. The Vice-Principal can avail a total of 5 optional holidays and 15 CLs (casual leaves) per year. Women Vice-Principals can avail of 5 additional CLs per year. He/she cannot avail more than 4 CLs in a month.

**Other Duties:**

**6 Duties and Responsibilities of Health Supervisor (HS)**

1. HS will report administratively to the Principal of the college.
2. HS will report operationally to Panacea Command Centre.

**Primary Responsibilities**

1. HS should stay in the college from 7:45 am to 3:45 pm on all days.
2. She will have one day (other than Saturday and Sunday) as weekly holiday.

### **Wellness Centre Responsibilities**

1. Wellness Centre should be kept open every day during specific hours as directed by the Principal.
2. The Wellness Centre should carry posters/pamphlets about seasonal diseases to alert the students about prevention and symptoms.
3. HS should ensure availability of all necessary medicines to provide first aid and primary treatment in the Wellness Centre.
4. HS should immediately report all sick cases to Panacea and update their status daily (or more frequently, if required) until they recover.
5. HS should monitor sick students by making two or more rounds in a day, as required.
6. . HS has to administer all the medicines personally to students.
7. HS should also direct the mess to provide appropriate diet to sick students.
8. HS should attend to emergency cases. If hospitalization is required, HS should accompany the student to the hospital and follow-up until the student is discharged.

### **Preventive Health Care Duties**

1. HS should conduct a "Head-to-Toe" examination of all students on healthy Tuesdays as per the checklist provided by Panacea.



2. HS should organize an eye camp every six months. Details of the results should be updated in the EHR. All complaints regarding sight problems should be immediately reported to Panacea for issue of sight-correcting glasses etc.
3. HS should organise regular lectures related to current health concerns and answer health-related questions from the students.

### **Maintenance of Registers and Health Records**

HS should maintain the following registers in the prescribed format:

1. Stock registers of equipment and other items such as furniture in the Wellness Centre
2. Stock register of medicines
3. Issue register of medicines
4. Sick cases register
5. Menstrual record register
6. Chronic cases register
7. Health record of all students to note their height and weight (BMI will be automatically calculated in the SIF note), blood group, and Hb count.
8. A special note should be made to record any allergies to foods and drugs (tablets) by asking relevant questions to the student and her parents.

### **Liaison with Panacea, P.H.Cs and Local Government Hospitals**

1. HS should have the contact information (phone number, name of in-charge person) for:
  - (a) Panacea Command Center
  - (b) Local PHCs
  - (c) Panacea-affiliated hospitals in the area with ambulance and ventilator facilities.

She should know about the other facilities available at the chosen local hospitals.

2. HS should note that PHCs are directed to provide free medicines to RDCs. HS is responsible to collect medicines and maintain proper records of such receipts.
3. For serious cases, HS should take the patient to the nearest hospital for primary treatment and immediately inform Panacea Command Centre. From that point, Panacea Command Centre will co-ordinate the treatment, and HS should follow the directions from Panacea.
4. Any ayurvedic, homeopathic, or unani medicines/treatments should be given to students only after approval of the Panacea Command Centre.

#### **Additional Measures for Girls' Institutions**

HS should monitor symptoms for vitamin and mineral deficiency in students. She administers suitable supplements (vitamins A, D, and B12, calcium, iron and vitamin C) to students as required.

#### **Assistance to HS**

1. HS will supervise the activities of the Assistant Health Caretakers
2. Two capable students from each class should be appointed as Little Doctors for the class. These will report sick children and lapses in personal hygiene (care of teeth, skin, nails, and hair) to the HS.

#### **Supervision of Health screenings and other camps**

1. All data from a medical camp or screening camp held in the college should be uploaded on the Panacea Command Centre dashboard immediately.
2. Screening data of each student should be updated on the EHR.

### **7 Duties and Responsibilities of Physical Director (PD)**

#### **Regular Duties:**

1. Conduct daily activities (morning and evening sessions, as per timings in the Time Table) to improve physical fitness of all students. A mix of warm up and stretching exercises as well as athletics, aerobics, yoga, and games etc. should be

conducted to build muscle mass and body flexibility.

Whenever possible, music should be used to provide rhythm and tempo to the exercise routines. The Principal of the College will facilitate the installation/use of PA system for playing music during Physical Activity sessions.

PD will also encourage Faculty of the College to participate in morning/evening Physical Activity sessions.

2. Provide specialized training to promising sportswomen and prepare them for College-, University-, and State- level Sports events.

In this matter, PD will maintain good relations with Head Office and all local and regional Sports Authority bodies.

PD will conduct timely training activities as per the TSWRDC Academic Calendar.

3. PD will help build NCC and NSS teams of the College.
4. It will be the PD's responsibility to:
  - (a) Maintain all existing sports facilities in the College.
  - (b) Help in building new facilities such as gymnasium.
  - (c) Take care of all sports and games- related equipment.
  - (d) Train students for March Past events.
  - (e) Administer First Aid to students injured during sporting activities and notify the HS for further action.
5. PD will be responsible for the following registers:
  - (a) Games and Sports Material Stock Register.
  - (b) Games and Sports Issue Register.
  - (c) Attendance Register for morning and evening roll call and ground activities.
  - (d) Student Participation and Achievements Register.
6. PD will perform holiday duties as per the roster in the college. There will be no compensation for Sunday/holiday duties.
7. PD can avail a total of 5 optional holidays and 15 CLs (casual leaves) per year. Women PDs can avail of 5 additional CLs per year. He/she cannot avail more than 4 CLs in a month.

**Escort Duties:**

1. PD shall escort students to other colleges or venues to attend Sporting events as directed by the Principal / Head Office.
2. Occasionally, a PD may have to escort a sick student to a PHC or local hospital.

**Other Duties:**

In case of emergency or absence of another staff member, PD may have to temporarily take up some administrative work.

PD can give/organize motivational talks and visits by Sports personalities or screen sports-related movies/videos to enhance students' interest in Sports.

**8 Duties and Responsibilities of Lecturer in Library Science (Librarian)**

1. College timings are 9 am to 5 pm. The Librarian is expected to be present in the college by 8:50 am and stay up to 5:10 pm.
2. The Librarian will be responsible for:
  - (a) Organizing the Library.
  - (b) Maintaining records of borrowed books.
  - (c) Assisting Faculty and students with search for reference material.
  - (d) Reporting lost or damaged books to the Principal.
  - (e) Annual stock taking of the Library books.
  - (f) Preparing a list of books that can be purchased for the next academic year for each subject after consultation with subject teachers.
3. The Librarian will keep the Library open on Sundays and design a schedule to give each class sometime in the Library. He/she can take Monday or Tuesday as a weekly day off instead of Sunday.
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.

## **9 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, mentorship 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.

**Escort Duties:**

1. 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.
2. Occasionally, a lecturer may have to escort a sick student to a PHC 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).

**10 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.