

STAFF MANUAL BOOK



ST. FRANCIS DE SALES COLLEGE, YEGGO, AALO

Permanently Affiliated to Rajiv Gandhi University, Itanagar

Recognized under 2 (F) & 12 (B) of the UGC Act, 1956

Dist. West Siang, Arunachal Pradesh

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A. SAINT FRANCIS DE SALES COLLEGE, AALO:

A PROFILE

Saint Francis De Sales College (SFSC), Aalo, is established and managed by the MSFS Fathers also known as the Fransalians, who are called to be enlightened guides of their students. The MSFS Fathers have over 175 years of experience and expertise in imparting quality higher education all over the world.

SFS College is a minority Educational Institution with a secular outlook. It admits students from all walks of life, irrespective of caste, creed, religion, tribe and language to be part of this institute of higher learning. It is permanently affiliated to Rajiv Gandhi Central University, Itanagar. It was established in the year 2007 with the motto "LIGHT TO ENLIGHTEN". The MSFS Fathers are committed to forming the present generation for the future through more than 100 quality Educational Institutions in India. SFS College, Aalo, meets fittingly and fully all the educational requirements of the students of this hilly, enchanting and beautiful 'land of the dawn lit mountains'.

The college is named after Saint Francis De Sales (SFS). We believe that, true education is directed towards the formation of the human person in view of their ultimate goal in life and the good of the society.

SFSC is administered by 'St Francis De Sales College Society' (SF/ITA/3571) which is a registered charitable society and the Provincial Superior is its president. Dr. (Fr.) George Panthanmackel MSFS is the present Provincial. It is the

realization of the great vision and hard works of many pioneering fathers of MSFS in Arunachal Pradesh. SFS College at present offers Honours in English, History, Geography, Political Science and Sociology. A magnificent building, often described as the 'the best college building in Arunachal Pradesh' stand as a testimony to the commitment of the MSFS Fathers towards the education and service to the people of 'Siang Districts'.

The college though has a long way to go, is still proud of itself in terms of what it has been able to achieve so far. Over the years SFSC has become one of the favorite destinations of students from all over Arunachal Pradesh who are interested in pursuing higher studies. Besides regular BA Programme, College also offers a number of certificate skill based courses in order to enhance the quality of education. College is known for its extracurricular and extension activities such as NSS activities, Women's Forum, regular Cultural and Sports competitions, excursions, leadership camps, training for various competitive exams, various literary competitions etc. All these activities and programs provide ample opportunities for students to grow up as responsible citizens of the country. College is blessed to have a dedicated and hardworking team of teaching and non teaching staff.

Core values of SFS College

- * Faith In God
- * Quest For Knowledge
- * Love For The Nation
- * Moral Uprightness
- * Skill Enhancement

Motto: Light to Enlighten

Knowledge is light. College is imparting Knowledge which is light. Students, when they become knowledgeable are enlightened. They in turn are expected to enlighten others and thus bring out the transformation of society.

Focus: Inspiring Excellence

Vision: Holistic Development of Individuals

OUR MISSION

"To strive for excellence in all aspects of education, to form integrated persons who are conscious of their responsibility to build a just and humane world and to enlighten the students to dispel the shades of ignorance

Quality Statement: SFS College is a nurturing ground for the holistic development of Individuals leading to the transformation of the individuals and the society.

OUR EMBLEM:

SFS College emblem signifies the importance of Knowledge and Divine Wisdom. The Open Book represents the Holy Bible which is the source of Divine Wisdom. Our effort and endeavor is not limited to imparting knowledge alone but more importantly true wisdom that leads to holistic development of the individual and all round progress of the society. It is from this Book the burning light emanates. This light illumines whole humanity and removes the darkness from the world. Every person, who received this Light in return, is reminded to be "A light to Enlighten" his fellowman. Every student of SFS College is send out with this mission: to be a burning light in the society by being the beacons of peace, hope and justice.

ROLES AND RESPONSIBILITIES

1. THE MANAGER

- * Manager/local superior is a person appointed by the Governing body of the society to the local managing committee of the college.
- * He conveys regular managing body meeting to discuss, plan and evaluate all the aspects of the functions of the institute.
- * He is the chairperson of the managing committee meeting
- * He exercises supervisory and disciplinary authority over the head of the institution and the staffs as and when required.
- * He attends functions of the college at the invitation of the principal

2. THE PRINCIPAL: ROLES AND RESPONSIBILITIES OF

The role of the Principal in St. Francis De Sales College is to lead and manage the planning, delivery, evaluation and improvement of the education of all students through the strategic deployment of resources. A key component of this role is to increase the knowledge base of teachers within the College about student learning and quality teacher practice.

At the same time, the Principal must ensure that adequate and appropriate advice is provided on educational and other matters; that the decisions are implemented; and that adequate support and resources are provided for the conduct of College programs.

The Principal has a clear set of accountabilities, which distinguish his work from other Staff. The Principal is

accountable for the overall Leadership, Management and Development of the College within state guidelines and University policies. The core accountabilities of the Principal at St. Francis De Sales College are:

- * To ensure the delivery of a comprehensive, high quality education program.
- * Be the executive officer of the Institute.
- * To ensure transparent financial management.
- * To ensure strategic planning, development and implementation.
- * To ensure effective management of resources.
- * To foster team work in policy planning and implementation.
- * To ensure maximum involvement and participation of every stakeholder in to the development of the institute.
- * To comply with regulatory and legislative requirements and University norms and procedures.
- * Responsible for all the academic, co-curricular and extension programmes of the college
- * Plans staff orientation and skill enhancement programmes
- * Assigns duties and responsibilities to teaching and non-teaching staff
- * Presides over all the official functions of the college
- * Is the direct point of reference in all matters of the college
- * Looks into all the financial matters with the help of the financial officer

- * Chairperson of all the centers, and clubs and associations of the college
- * Directly in-charge of the student's welfare office
- * Is the Immediate redresser of all issues of the staff and students
- * Administers the college on behalf of the management

3. THE VICE-PRINCIPAL: ROLES AND RESPONSIBILITIES

- * The Vice-Principal functions in collaboration and consultation with the Principal and reports directly to the Principal.
- * Ensures the management of significant functions within the College for effective development, provision and evaluation of the College's education program.
- * In exercising the responsibility, the Vice-Principal makes all significant decisions in consultation with the Principal.
- * Ensures the supervision and coordination of the work of the Departments.
- * Ensures supervision of the delivery of effective teaching programs.
- * Ensures the management of programs to improve the knowledge and experience of staff.
- * Ensures the general discipline of staff and students in the institution.
- * Is the acting Principal of the College in the absence of the Principal.
- * May call for parents of students to discuss student's problems and cases.

- * Furnishes the Principal with necessary information and advice that may be asked from time to time.

4. CONTROLLER OF EXAMINATION (COE)

- * Is responsible for the smooth conduct of all the exams in the college
- * Is responsible for getting ready with questions papers for all the internal exams
- * Gives notifications regarding date of exam, submission of questions to the office, submission of marks and answer scripts to the office
- * Is responsible for the confidential packets containing university exam question papers
- * Is responsible for giving adequate guidelines both to the staff and the students regarding the way an exam is to be conducted
- * Is responsible for the answer scripts and onward submission to the university
- * Collects the marks of the internal exam conducted in the prescribed format and submit the same to the office
- * Addresses the issuance of exam forms and its verification and onward submission to the university (through the office)
- * Works in compliance with the board of examination (BOE) - scrutiny of the question papers for internal exams

5. INTERNAL QUALITY ASSESSMENT CELL (IQAC)

- * Monitors the Development and Implementation of quality benchmarks/parameters for various academic and administrative activities of the institution.

- * Monitors the Development of Quality Culture in the institution and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- * Conducts Internal, Academic as well as Administrative Audits.
- * Collects feedback response from students, parents and other stakeholders on quality-related institutional processes.
- * Updates information on various quality parameters of higher education.
- * Organizes inter and intra-institutional workshops, seminars on quality related themes.
- * Looks into the Documentation of the various programmes/ activities leading to quality improvement and maintenance of the institutional database to maintain/enhance the institutional quality.
- * Prepares the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

6. STAFF SECRETARY

- * Coordinates between the management bodies and the staff members
- * Takes care of the welfare of the staff members.
- * Allocates duties to staff within the college and the management of staff as per college policies and procedures.
- * Maintains minutes of the staff meetings at regular interval

- * Addresses grievances/ issues of the staff members
- * Represents the staff members in all the programs and function of the college

7. THE ROLES AND RESPONSIBILITIES OF A TEACHING FACULTY

The roles and responsibilities of the staff members are as per the Staff service manual of the Fransalian Education Society administered by the Missionaries of St. Francis De Sales, North East India Province with its head office at Guwahati.

- * Every staff on appointment is bound to follow the staff service manual
- * The normal working hours of a faculty at St. Francis De Sales College is from 08.00 am to 03.00 pm.
- * All the Faculty are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- * The workload of the faculty shall be fixed by the Management in collaboration with the respective Head of the Department.
- * The course plan and academic journals are to be maintained with at most professionalism.
- * Faculty are expected to update their knowledge by attending seminars/workshops/conferences, after obtaining the necessary permission from the Principal/ Management.
- * Faculty are expected to publish research papers in reputed International / Indian Journals / Conferences.

- * The Faculty must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching.
- * Every Faculty is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such co-curricular activities which he/she is interested in or assigned to him/her from time to time.
- * Group or partisan mentality of any kind should be strictly avoided. Faculty found indulging in such activities will be subject to disciplinary proceedings.
- * The Faculty should discharge his / her responsibility in collaboration with the HOD.
- * The responsibilities of faculty include not only academics but also co-curricular activities as specified by the Principal.
- * Every Faculty should maintain student's attendance records and the absentee's roll number should be noted every day in the Master Attendance Register (MAR) maintained in the Department as soon as the classes are over.
- * The leave sanctioning authority is the Principal. The Faculty should get the leave recommended by the HOD before the approval from the Principal.
- * The Faculty is expected to maintain professionalism through power dressing as per norms of the college.
- * Each faculty is expected to be loyal to the vision and mission of the institute towards the overall development of the students.

8. ROLES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

The Head of the Department contributes to the achievement of the College and faculty strategic plans by providing effective management and academic leadership within the department.

- * He/she is accountable directly to the Principal, for matters pertaining to the management of departmental staff, the organization of teaching, research and associated activities and the effective performance of staff duties.
- * He/she demonstrates vision, management skills, the ability to acquire resources and the skills to empower and influence others to contribute to getting the job done.
- * He/she acts as liaison officer between the management and staff.
- * He/she has primary responsibility to resolve the conflict between students and staff.
- * He/she assigns subjects to the departmental staff taking into consideration each one's competence and capability in handling the particular subject.
- * He/she is responsible for the overall development of the students and faculty at the department.
- * He/she maintains due records and update the same from time to time in collaboration with the faculty.
- * The outgoing Head of the Department will introduce the newly appointed person to the post.
- * The post of the HoD is based on rotation for a term of three years.

HEAD OF THE DEPARTMENT: REPRESENTATIVE WORK ACTIVITIES:

Leadership:

- * Contributes to the formulation and dissemination of the faculty's strategic plan.
- * Submits the departmental strategy containing relevant plans that define the aims and objectives of the department and include proposed financial plan, budget and staffing plans to the Principal for approval.
- * Encourages and supports the contributions of academic staff by developing/sustaining appropriate structures for consultation, decision-making and communication with all staff.
- * Develops and promotes the internal and external profile of the department.
- * Takes a leading role in the development of the activities across the faculty, with particular emphasis on the activities of own department in liaison with the Principal,.
- * Develops collaborations across departments, faculties.

Academic Management:

- * Oversees, organises and develops the core activities of teaching, research, examining, advising and other service activities and knowledge transfer, consulting with all departmental colleagues, where appropriate.
- * Ensures that the department's responsibilities to students in respect of teaching, progress and pastoral care are met.
- * Facilitates and promotes the development of intra- and inter-disciplinary academic activity (in teaching and research).

Teaching:

- * Is accountable for the management and effective delivery of programmes and modules., in collaboration with the Board of Studies.
- * Ensures that the quality and standard of programmes within the department are maintained and enhanced.
- * Supports innovation in teaching delivery, learning, teaching and assessment methods.
- * Contributes to the teaching undertaken within the faculty/ department.

Research

- * Raises the research profile of the department.
- * Enhances the quality and volume of research by encouraging and enabling demonstrable research achievement within the department.
- * Ensures that the budgets and income targets are planned and set in conjunction with colleagues.
- * Ensures the effective management of research activities.
- * Contributes to the research undertaken within the faculty/ department.

9. PROGRAMME COORDINATOR- STAFF

LITERARY

- * Maintains all the reports of the programmes conducted.
- * Literary Club is responsible for all literary events in the college.

- * Maintains a file of all Rules and regulation regarding the various competitions organized by the Club.
- * Is responsible for the improvement and better command over the English language among the students within the campus.

CULTURAL

- * Maintains all the reports of the programmes conducted.
- * Cultural club is responsible for all cultural events.
- * Maintains a file of all Rules and regulation regarding the various competitions organized by the Club.
- * Cultural club maintains all the cultural costumes in the college.

SPORTS

- * Maintains all the reports of the programmes conducted.
- * Sports club is responsible for all Sports events.
- * Maintains a file of all Rules and regulation regarding the various competitions organized by the Club.
- * Organizes at least one competition once in a month. (to make the students more active and alive).
- * Maintains the Sports items and room in order.
- * Maintains a Record of sports items in the inventory.

NSS

- * Maintains all the reports of the programme conducted.
- * NSS club is responsible for all NSS events.

- * Maintains a file of all Rules and regulation regarding the various competitions organized by the Club.
- * Monitor the cleanliness of the college campus once in a month.

ECO CLUB

- * Maintains all the reports of the programme conducted.
- * ECO club is responsible for all Eco-friendly environment of the campus.
- * Comes up with new innovative ideas to make the campus clean and green.
- * Encourages Afforestation, Tree-adoption, gardening among the students by the club.

WOMEN'S FORUM

- * Maintain all the reports of the programme conducted.
- * Women's Forum is responsible for all the events related to the forum.
- * Is responsible to address the various issues related to Women.
- * Conducts awareness programmes for the Safety of women and to build a better society.

10. STUDENT WELFARE OFFICE (SWO)

Process of Election

Each class elects its own class representatives for various posts like the class captain, vice-captain, cultural, sports and literary secretaries. These elected representatives would come together and elect the college captain, vice-captain, cultural, literary,

sports, clubs and associations secretaries and assistant secretaries. The election is done through a secret ballot in the presence of staff members and principal. The principal can nominate a few members to represent the multi-cultural and ethnic nature of the college and to make it a more inclusive body. The total strength of the student welfare office is fixed as a maximum of fourteen members including the nominated members and minimum of eleven members.

a) College captain

- * Is responsible to be a role model for his peers and juniors in the college.
- * Acts as the link between the student's body, staff council and the principal.
- * Is responsible for the care, well-being and high morale of the students of the college.
- * Is responsible for ensures that all the students of the college are aware of all the orders and instructions, passed on from time to time.
- * Ensures that all the students of the college are disciplined, and are in proper college uniform and dresses approved by the college.
- * Is responsible to take a representative role within the college and outside.
- * Conducts meetings with the principal, programme coordinators and assigned committees before every college programme.

b) College Vice-Captain

- * Assists the college captain in performing his/her duties.

- * Is responsible to carry out the duties of College captain in the latter's absence.
- * Keeps the minutes of the meeting as well as the report of the events conducted and submits a copy of the same to college office, and SWO office

c) Sports Captain

- * Acts as the link between the Principal, sports coordinator, college captain and students.
- * Ensures and conduct the sports activities of the college.
- * Is responsible for conducting meetings for sports activities with principal and the committee.
- * Ensures that the students report on or before the time given by the programme coordinator.
- * Maintains the record book of sports articles and items.
- * Keeps the minutes of meetings as well as the reports of the events conducted and submit a copy of the same to college office, and SWO office

d) Cultural Captain

- * Acts as the link between the Principal, cultural coordinator, college captain and students.
- * Ensures and conduct the cultural events of the college.
- * Is responsible for conducting meetings for cultural activities with the Principal and the committee.
- * Ensures that the students must report on or before time given by the programme coordinator.
- * The cultural captain must maintain the record book of cultural articles and items.

- * Keeps the minutes of the meeting as well as the report of the events conducted and submits a copy of the same to college office, and SWO office

e) Literary Captain

- * Acts as the link between the Principal, Literary coordinator, college captain and students.
- * Ensures and conducts the Literary activities of the college.
- * Conducts meetings for Literary activities with principal and the committee.
- * Ensures that the students must report on or before time given by the programme coordinator.
- * Prepares the report after each programme in consultancy the Literary committee
- * He/she keeps the minutes of the meeting as well as the report of the events conducted and submits a copy of the same to college office, and SWO office

f) Class captain

- * Maintains the discipline and decorum of the class and reports cases of severe indiscipline to the class teacher.
- * Keeps the class clean and well maintained.
- * Co-ordinates class activities with the class teacher.
- * Maintains the class notice board.

g) Class Vice-Captain

- * Assists the class captain in performing his/her duties.
- * In the absence of class captain, the class vice-captain carries out the duties of Class captain

AREAS & MODALITIES OF FUNCTIONING

1. ACADEMICS AND ADMINISTRATIVE OFFICE

Administrative Office

- * The office functions directly under the guidance, direction and supervision of the Principal.
- * Every employee is directly responsible and accountable to the Principal.
- * Discloses no information to any employee/department/office without the approval of the Principal.
- * Takes care of the issuance of ID cards, uniforms and such others.
- * Checks the Infrastructure, utilities, classroom management, stationary etc. on a daily basis.
- * Maintains internal safety and security of the institution.
- * Takes care of the electronic gadgets and equipment for curriculum and others.
- * Issues any ordinary certificates such as salary statements, educational loan correspondence etc.

Academics Office

- * The office functions directly under the guidance, direction and supervision of the Principal and everyone here is directly accountable to the Principal.
- * No information is passed on to any person/employee/department/office without the prior approval of the Principal.
- * The office deals with only the academic matters pertaining to the college and the university.

- * Scrutiny of admission with proper certificate verification to secure university approval.
- * FRR0 - correspondence related to foreign students is to be looked into appropriately.
- * Renews affiliation - preparation for LIC visit, college governing council meeting etc.
- * Organizes examinations: theory - internal and external, practical /viva/project etc., on scheduled time.
- * Complies with the board of examination (BOE) - scrutiny of the question papers for internals exams.
- * Gives statistical information about the college to any concerned individual or institution on behalf of the Principal on his approval.
- * Accesses University grants to the college, scholarship related to students, like SC, ST etc.
- * Systematically maintains of all academic records except that of co-curricular activities in an organized manner with due labels attached and bifurcated according to each section, to effect transparency and easy access to concerned authorities is to be maintained.
- * Develops a mechanism to address issues related to academics of the students with the university like any correction in the marks card, certificate convocation etc. and keeps a chronological record of the same too. Time management - ringing the bell at the scheduled hours.
- * Gathers and forwards university circulars and information to the Principal at the earliest.

Office Secretary

- * Keeps a record of all the events in the college along with photo and if necessary attendance of the participants
- * Maintains visitor's book
- * Maintains record of visitors to principal's office
- * Keeps the Principal informed about all the important happenings in the campus
- * Keeps the Records of all the reports submitted by various departments/cells/clubs and associations- both hard and soft copy
- * Maintains the daily leave records of each employee of the college and submits the monthly reports to the office for entry in the service record
- * Communicates important information from the office of the principal to every staff member
- * Maintains the confidential file along with all the files in the documentary room of the college
- * Updates the college website daily
- * Manages the college's administrative software Desalite Connect
- * Handles social media network of the college
- * Sends messages/information on behalf of the principal as and when required

a) Office Staff

- * Maintains the Data-repository of the college

- * Records the details of the students in the admission register
- * Processes students' attendance report daily, monthly and semester wise and maintains a copy of the same a file
- * Issues all the documents and certificates like TC, Conduct Certificate, Marks sheet, Bonafide Certificate, NSS, Certificate course certificates etc.
- * Maintains all the original and duplicate documents of the students
- * Processes all the documents for university registration and submission
- * Issues stipend forms and prepares for its submission to Hr and tech
- * Maintains the Official Information-Bulletin-Board of the college
- * Helps in the preparation of any documents as and when required by other offices

b) Coordinator IDE(Institute of Distance Education) and University/External Affairs

IDE

- * Responsible for following:
- * Admission of IDE students
- * Registration of IDE students to University
- * Keeps the records of IDE students
- * Conduction of IDE exam
- * Conduction of contact class for IDE students
- * A record of all the documents of IDE

University & Hr. & Tech. Education

- * Responsible for following:
 - Submission of all the documents to University and Hr. and Technical Education such as admission, registration, stipend form, statistics of the college etc.
 - Submission of various reports
 - Submission of various applications related to academic, exam, marks sheets, registration or any other matter

2. KNOWLEDGE CENTER / LIBRARY

- * The center functions directly under the guidance, direction and supervision of the Principal.
- * Everyone here is directly responsible and accountable to the Principal.
- * No one is to pass on any information to any person / employee / department / office without the approval of the Principal.

Librarian

- * The responsibility of library maintenance rests with the librarian.
- * Looks after the Issuance of library cards and books, the record of issued books and library hours of students and teachers as per the specifications.
- * Carries out Accession work, data entry and registering bar code etc.
- * Looks after the Maintenance, renewal of journal and magazines.

- * Issues of No-Due-Certificate to students before the exams on due verification.
- * Carries out Stock verification, supervision of circulation, Xerox, etc. and all others as the case may be.
- * Maintains E-Library in the prescribed manner.

Assistants to the Librarian

- * Circulates and maintains records regarding issuance, return, Xerox machine etc.
- * Issues requisition slips.
- * Issues books.
- * Checks and collects books on return.
- * Verifies of shelves, cards, stock, library id cards and OPAC search guidance etc.
- * Takes care of the security of books as well all other resources at the knowledge Centre.
- * Checks new books, shelf arrangement, putting stamps on the new arrivals, arranging and re-arranging books, magazines and journals on a daily basis after use.

3. FINANCE OFFICE

- * Deals with all finance related transactions
- * Looks into the collection of any fee from students
- * Prepares the Salary statement
- * Looks into the submission of PF
- * Maintains all the accounts of the college

- * Maintains scholarship register of the students
- * Maintains alumni collection
- * Prepares the college account for the internal and external audits.
- * Maintains stock register of the college

4. TECHNICAL AND MINISTERIAL STAFF

Technical Assistance

- * Maintains all the electrical and IT gadgets in the college
- * Regularly checks and monitors all the gadgets and their functioning
- * Assists staff in ICT class rooms
- * Assists in organising various programs of the college where technical support is required such as assembly, conferences, seminars, cultural, literary, sports events etc.
- * Makes sure proper power supply is maintained including generator service as and when required
- * Maintains Infrastructure, utilities, classroom management, stationary etc. on a daily basis.
- * Maintains internal safety and security of the institution

Ministerial staff

- * The normal working hours (unless otherwise specified) of a ministerial staff at St. Francis De Sales College is from 08.45 am to 05.00 pm.
- * The ministerial staff (cleaning & gardening) functions directly under the guidance, direction and supervision of the Principal.

- * They are responsible for the regular hygienic and clean campus.
- * They are to keep the Washing rooms, Classrooms and the Campus neat and clean.
- * They make sure proper safe and clean drinking water is provided in the campus
- * All the ministerial staff function under a leader appointed from among them by the Principal from time to time.
- * In times of any special event in the college the duty timing also changes as per the requirement.
- * Any official holiday need not necessarily be a holiday for a ministerial staff, taking into consideration the daily maintenance of cleanliness of the institution. To this effect due arrangement could be done in consultation with the Principal.
