

3.1.7 Other Staff

3.1.7.1 Administrative Officer

The AO is responsible for the following

- a) Checking of bills & vouchers, approval of correspondence, approval of salary bills, admission formalities
- b) Custodian of staff qualification certificates, appointment orders and all documents pertaining to administration.

3.1.7.2 Head Clerk

The HC is responsible:

To prepare vouchers and bills, Professional Tax to Panchayath, Acquittance and Reconciliation, Thapal (Inward & Outward), Admission Register, T.C., Course & Conduct Certificate, Maintenance of Stock Registers and Issue of Forms and Stationery items.

3.1.7.3 Junior Superintendent

The junior superintendent is responsible for

- a) Student Registration in the University Web Portal, Sessional Mark Entry, University Exam registration, Collection of exam fee and remittance in University, Remuneration Bills to University, Seating Arrangement of University Exams, Maintenance of malpractice (Exam) file, preparation of students list
- b) Maintenance of the College Account, handling of tuition & other fees related cash transactions, Salary Bills list out student's dues & fine etc.,

3.1.7.4 Public Relations Officer

The PRO has the duty to

Supervise P.T.A. meetings, Maintenance of College Bus/Vehicle, ensure Electricity & Water supply, monitor Education Tour, provide Bus/Railway concession, supervise Housekeeping, Media correspondence, Vehicle Parking and other miscellaneous works, assigned to him by the competent authority from time-to-time.

3.1.7.5 Finance Officer

The Finance officer is in charge of

- a) Preparing Income and Expenditure Statement of Trust and College accounts, maintain Trial Balance

- b) Preparing Audit of Accounts/NSS Accounts, College Union and Branch Association Accounts and Bills
- c) Managing Bank correspondence, prepare Educational Concession to SC/ST/OEC

3.1.7.6 Upper Grade Clerk-HG

The UGC-HG has the role of maintaining

- a) P.T.A/Series Test/College Store/Hostel Accounts
- b) RD & CD Registers, Consumables/Capital Items
- c) Make Quotations and Purchase Orders

3.1.7.7 Upper Division Clerk

It is the duty of UDC

- a) To keep the documents of College Bus/PTC/EPF/ESI Accounts and the Management Scholarships
- b) To prepare TDS documents, issues certificates for Students & Staff, provides Bank Loan Certificates and do all typing jobs
- c) To Maintain Cash Book and Ledger of Trust Accounts, cash handling of Trust & College

3.1.7.8 Publication Division

The office staff in the publication division have the responsibility

- a) To complete all the DTP works including College Magazine, Department Journals, Brochures
- b) To prepare the ID Cards of Staff & Students
- c) To update the Campus Display System

3.1.7.9 Site Supervisor

The Site Supervisor has the role of managing estate affairs and electricity & water supply, supervision of contract works and repair works

3.1.7.10 Class IV Workers

- a) Clean and take care of their designated areas inside the college
- b) Keep the premises clean through dusting, sweeping, mopping, restroom cleaning, etc.

- c) Perform and track maintenance activities
- d) Inform the higher authorities if any need of repair noticed anywhere
- e) Keep stock of all perishable items and ensure its timely usage
- f) Cooperate with every other staff in the college
- g) Stick to all health and safety regulations
