

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