

GOVT. E.V. POST GRADUATE COLLEGE KORBA (C.G.)



INFORMATION HANDBOOK

(As per provisions contained in the Right to Information Act, 2005)

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INTRODUCTION



The Govt. E.V. Post Graduate College Korba Chhattisgarh is an Institution of Higher Education under Chhattisgarh Government. It offers various Degree and Diploma Level Programme in Arts, Science, Commerce and Computer.

This Hand-Book has been prepared for information of the general public, as required under the Right to Information Act, 2005 passed in the Parliament of India, information under the control of public authorities.

The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.

PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES

1. INTRODUCTION -

Govt. E.V. Post Graduate College korba is a co-educational post graduate institute affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.) established in 1981 to fulfill the vision of imparting quality and job - oriented education with moral ethics and discipline to the student of the tribal area. The college is situated on a lush green, sprawling campus of 50 acres wherein all efforts are taken to sensitize the students towards environments protection and steps are taken to provide a green cover to overcome the heavy pollution in the city caused by the coal mining activities and the numerous power plants in the region. The college offers 04 UG degree and 15 PG degree courses besides 03 post-graduate diploma courses (PGDCA, PGDIC AND PGDBM) and One Diploma Course (DCA) at the UG level. It is also the study center of national university student skill development Programme, Tata Institute of Social Science, Mumbai.

2. OUR VISION

To impart quality and job oriented education with moral ethics and discipline to the student of this tribal area for their complete personality development.

3. OUR MISSION –

- To achieve excellence in providing education through innovative methods of teaching and learning
- To provide quality education to the students of this tribal area to make them self sufficient and inculcate in them values of self respect, mutual respect, oneness among the college fraternity and enable them to develop a sense of pride towards the institutions.
- To cater to the educational needs of the socio-economically weak section of the society and motivating them for research and innovation and providing job opportunities.

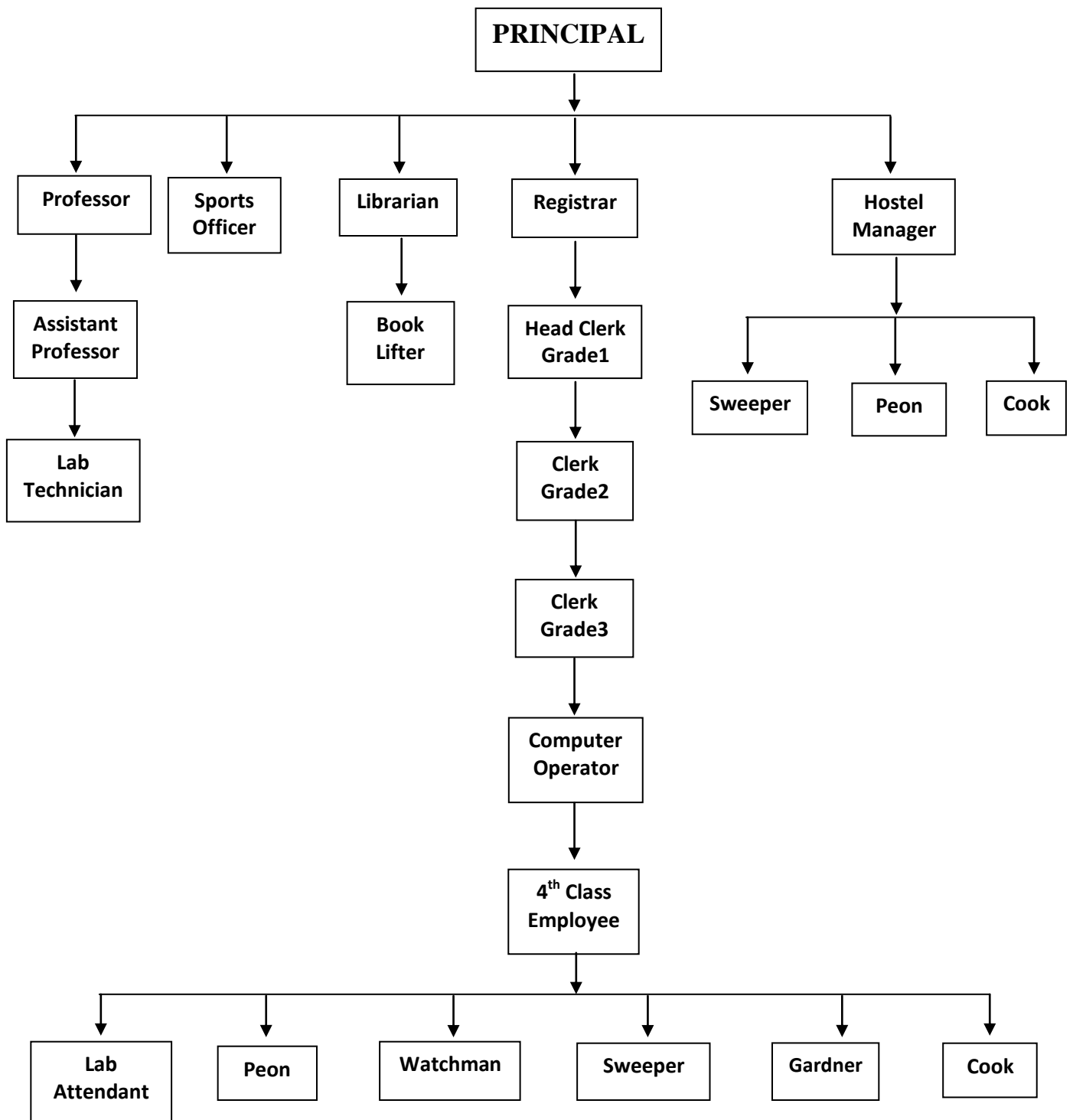
4. OUR BELIEFS

- Quality Education & Character Building
- Transparency & Efficiency
- Gender Equality & Personal Integrity

5. ACTIVITIES

The institute offers various courses under the degree, diploma, post diploma and trade diploma. The details of the courses along with their eligibility criteria published in the institute website www.gevpgkrb.ac.in under the academics section.

ORGANIZATIONAL CHARTS



POWER AND DUTIES OF OFFICERS AND EMPLOYEES

S.No	Name of the Posts	Powers and Duties
1.	Principal	<p>Powers: All financial powers as per administration</p> <p>Duties :</p> <ul style="list-style-type: none"> a) Academic and administrative management of the institution provide Inspirational and motivational value – based academic and executive leadership to the college through policy formation, operational management, optimization of human resource and concern for environment and sustainability; b) Providing academic and administrative leadership c) Act as steward of the college’s assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment. d) Monitoring and evaluation of academic activities in the institutions promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas; e) Public relations and interaction with the community f) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the institution. g) Adhere to a responsible pattern of conduct and demeanor expected of them by the community; h) Promoting and coordinating continuing Education activities. i) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research; j) Participate in extension, co-curricular and extra-curricular activities, including the community service.
2.	Professor	<p>Duties :</p> <ul style="list-style-type: none"> a) Offering a comprehensive course outline by adhering to the specifics of the course b) Guiding students through the course materials c) Starting and finishing classroom proceedings on time d) Maintaining scholarly standards when teaching e) Helping the students in finding an appropriate reference material in such a way that they can earn very good grades.

		<ul style="list-style-type: none"> f) Providing leadership in teaching of students. g) Problems and projects. h) Departmental Administration i) Assisting in the Administration of the Institution j) Continuing education activities k) Student counseling and student interaction. l) Perform any other assignment / duties assigned by superior.
3.	Assistant Professor & Science and Humanities, commerce, computer	<p>Duties :</p> <ul style="list-style-type: none"> a) Teach both postgraduate and graduate students within their fields of expertise. b) Conduct seminars with students and oversee students' lab work. c) Conduct tests and advise students on an individual basis d) Prepare lessons, exercises or lab experiments. e) Publish their work or research findings in academic journals or books f) Assisting in extension services to the industry and community g) Assisting in the Administration of the Institution h) Publication of research papers i) Curriculum development and development of resource materials j) Continuing education activities k) Public relations and interaction with the community l) Student counseling and student interaction. m) Perform any other assignment / duties assigned by superior n) Participate in extension, co-curricular and extra-curricular activities, including the community service. o) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
4.	Sport Officer	<p>Duties :</p> <ul style="list-style-type: none"> a) Teach students the physical fitness techniques, sports playing, and guide them toward living a healthy and active lifestyle b) Instruct and coach students to play on interactive sports teams against each other, motivate them during

		<p>exercises.</p> <p>c) Perform any other assignment / duties Assigned by superiors.</p> <p>d) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;</p> <p>e) Manage their private affairs in a manner consistent with the dignity of the profession;</p> <p>f) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;</p> <p>g) Participate in extension, co-curricular and extra-curricular activities, including the community service.</p>
5.	Lab Technician	<p>Duties :</p> <p>a) Planning, scheduling, organizing , coordinating and monitoring workshop training , session and tasks of the polytechnic</p> <p>b) Plan, deliver and evaluated theoretical and workshop instruction</p> <p>c) Design, develop and test instructional material and task for skill training</p> <p>d) Plan and organize staff development programme for workshop staff.</p> <p>e) Procurement, erection / installation and commissioning of plant and equipment in the workshops</p> <p>f) Procurement and storage of raw materials, tools instruments</p> <p>g) Guide students in the performance of practical tasks and skill exercise and evaluate their performance</p> <p>h) Advice and assist students and faculty members in the fabrication of their project work</p> <p>i) Manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance, lay down safety procedures.</p> <p>j) Participate in professional development activities</p> <p>k) Commercial, financial, personnel and security function as stipulated</p> <p>l) Managing special assignments / task as entrusted by the principal</p> <p>m) Perform any other assignment / duties assigned by superior.</p>
6.	Hostel Manager	<p>Duties :</p> <p>a) The Hostel Manager shall be appointed from the teachers of the institute not below the rank of H.O.D. / Associate</p>


		<p>Professor / Sr. Lecturer by the Principal and shall hold the office for a term of three years on an extendable basis.</p> <p>b) The Hostel Manager in the institute will look after the general welfare of the students and their residential life in Hostels. He will provide general instructions and guidance to the Provost / Wardens / Auditor (Quality Assurance) / Purchase Assistant on matters concerning their functions.</p> <p>c) The Hostel Manager shall provide appropriate encouragement for sound and fruitful relationship between the intellectuals and social life of the students and for those aspects of the Institute life outside the class room, which contribute to their growth and development as matured and responsible human beings.</p> <p>d) The Hostel Manager, will arrange for the guidance of and advice to the students of the institute in matters relating to:</p> <ol style="list-style-type: none"> 1. Organization and development of student bodies in the hostel. 2. Health and Medical Services for the hostellers. 3. General Residential life of the students. 4. Arranging facilities for the educational tours and excursions of the hostellers. <p>e) The Hostel Manager will exercise such powers and perform such duties in the pursuit of the above as may be assigned to him from time to time by the Principal.</p> <p>f) The Hostel Manager shall be responsible to issue the hostel activities calendar within 10 days of opening of the institute in every odd semester. Copy of the Hostel Calendar shall be displayed on both the Hostel Notice Boards.</p>
7.	Registrar	<p>Duties :</p> <p>a) Functions as head of office / establishment and exercises all administrative and financial powers as delegated to 'Head of Office' in terms of provisions containing in the Delegation of Financial Powers Rules.</p> <p>b) Assisting in the administration of the institution</p> <p>c) Perform any other assignment / duties assigned by superior.</p>
8.	Head Clerk Grade1	<p>Duties :</p> <p>a) To assist the section In-charge and other senior officer in discharging administrative function and the work an trusted by the superiors</p> <p>b) Assisting in the administration of the institution</p>

		c) Perform any other assignment / duties assigned by superior.
9.	Clerk Grade 2	<p>Duties :</p> <p>a) Dealing of accounts matter , finance and Budget related to the institution as well as duties and responsibility are assigned by the DDO & Superior authorities</p> <p>b) Perform any other assignment / duties assigned by superior.</p>
10.	Clerk Grade 3	<p>Duties :</p> <p>a) Perform any other assignment / duties assigned by superior.</p>
11.	Data Entry Operator	<p>Duties :</p> <p>a) Perform data entry and related assignment / duties assigned by superior.</p>
12.	Librarian	<p>Duties :</p> <p>a) General Administration</p> <p>b) Budgeting</p> <p>c) Book Selection and Acquisition</p> <p>d) Planning and Developing the Library</p> <p>e) Orienting the users towards effective utilization of library services</p> <p>f) Supervising of cataloguing and indexing</p> <p>g) Perform any other assignment / duties assigned by superior.</p>
13.	Book Lifter	<p>Duties :</p> <p>a) Checking at the entrance</p> <p>b) Control at the property counter</p> <p>c) Maintaining and upkeep of library</p> <p>d) Labeling and pasting</p> <p>e) Repair of books</p> <p>f) Perform any other assignment / duties assigned by superiors</p>
14.	Laboratory Technician	<p>Duties :</p> <p>a) Arrange materials, samples, demonstration, instruments,</p>

		<p>tools and equipment required for laboratory / field / shop work.</p> <p>b) Receives store and issue materials, samples, specimen instruments, tools and equipment required for laboratory / filed / shop work</p> <p>c) Prepares samples / specimen / circuits etc for testing</p> <p>d) Maintains the instruments, tools and equipment in working condition</p> <p>e) Assist students and faculty members in their project</p> <p>f) Check equipments, connection etc before student operate them</p> <p>g) Perform any other assignment / duties assigned by superior.</p>
15.	Laboratory Attendant	<p>Duties :</p> <p>a) Cleaning and arranging of apparatus, tools, equipment and accessories</p> <p>b) Assisting laboratory technician / assistant in preparation of samples arranging demonstration, maintenance of laboratories, receipt and issue of tools and materials</p> <p>c) Perform any other assignment / duties assigned by superior.</p> <p>d) Free Hand Sketches</p> <p>e) Operating and maintaining ammonia printing machine , electronic scanner and Xerox</p> <p>f) The Draughtsman is responsible to the concerned Head of the Department</p> <p>g) Perform any other assignment / duties assigned by superior.</p>
16.	Sweeper	<p>Duties :</p> <p>a) He is responsible to clean/sweep the office premises, keep the surrounding of the office building as well as the drainage provided to the office building neat and clean</p> <p>b) He must clean toilet daily and maintain the toilet in hygienic condition</p> <p>c) He must always come to office in proper uniform which should be clean, neat and tidy</p> <p>d) He must be punctual in attendance and attend the office well 2 hours before the office start for completing the cleaning works of lavatory blocks etc.</p> <p>e) H is responsible to maintain accounts for cleaning materials supplied to him</p> <p>f) He should not leave office without permission of the</p>

		<p>section officer under whom he works</p> <p>g) He must attend to any other works which may be assigned to him by his In-charge</p> <p>h) Perform any other assignment / duties assigned by superior.</p>
17.	Mali	<p>Duties :</p> <p>a) Maintenance of garden and surrounding of the departmental building</p> <p>b) He / She must attend to any other works which may be assigned to him / her by his/her superiors related to maintenance to garden</p> <p>c) Perform any other assignment/duties assigned by superiors</p>
18.	Cleaner	<p>Duties :</p> <p>a) Proper maintenance and cleaning of departmental Bus and Jeep</p> <p>b) To assist the driver of the Bus / Jeep for carrying out repair works</p> <p>c) Perform any other assignment / duties assigned by Superiors.</p>
19.	Peon	<p>Duties :</p> <p>a) Duties as assigned to them in their respective areas</p>
20.	Watchman	<p>Duties :</p> <p>a) He is responsible to watch and ward of office premises and surrounding</p> <p>b) He should close the office building doors, windows and switch off the lights, fan after office hours</p> <p>c) He must always come to office in proper uniform which should be clean and his appearance should be neat and tidy</p> <p>d) He should be punctual in attendance</p> <p>e) He is responsible to fill the water tank installed in the office premises if the water supply is after office hours</p> <p>f) He must go round the office building to see that no unauthorized persons are in the premises and prevent to move out any materials, equipment without permission of senior officer concerned</p> <p>g) He should maintain a diary about the movement of</p>

		<p>vehicles</p> <ul style="list-style-type: none">h) He must report immediately to higher authorities of unusual occurrencei) He is held full responsible for the occurrence to be happened in odd hoursj) He must check daily and see that the firefighting equipment are kept in good working condition and take immediate steps in the fire fighting in case there is an incident of fire and also inform the fire service immediatelyk) He must remain on duty till relievedl) He should be courteous and polite with the public and alert in his dutiesm) He must attend to any other works which may be assigned to him by higher officers
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PRINCIPAL,
GOVT. ENGINEER VISHWESARRAIYA
P. G. COLLEGE, KORBA (C. G.)

