

DUTIES OF NON - TEACHING STAFF :*

The following categories of employees come under non-teaching staff.

1. Superintendents
2. Senior Assistants
3. Junior Assitants
4. Typists
5. Laboratory Attenders
6. Library Assistants
7. Record Assitants

1. THE DUTIES OF THE JUNIOR ASSISTANT :

- a) The Junior Assistant shall register the letters received from the Government or Head of the Department and put up to the Head of the Institution for necessary orders.
- b) He shall preserve all the records of the management such as T.C. Books, Cash Registers, Attendance Registers, Acquittance Rolls, leave accounts etc.
- c) He shall prepare the monthly pay bills of the teaching and non-teaching staff of the institution.
- d) He shall maintain the leave accounts of the teaching and non-teaching staff of institution and submit them to the Head of the institution.
- e) He shall collect the fee such as special and tuition fee and post in the daily book and also obtain the signature of the Head of the Institution.
- f) He shall also maintain the ledger account to be carried upto date for scrutiny and audit.
- g) He shall maintain the stamp account and accounts relating to special fee and other fees and vouchers safely.

2. THE DUTIES OF THE LAB ASSISTANTS :

- a) He shall keep the laboratory clean and tidy.
- b) He shall be responsible for dusting of equipment and apparatus and should be done carefully atleast once in three days.
- c) He shall see that the apparatus is kept at the proper place after use either by the teacher or by the pupil.
- d) He shall see that the students do not take away the apparatus or the material from the laboratory.
- e) He shall also see that the studetns do not touch the acids and other dangerous chemicals.
- f) He shall arrange the apparatus for conducting experiments.

3. THE DUTIES OF LIBRARY ASSISTANT :

- a) He shall prepare the indent of the books at the beginning of the academic year in consultation with the concerned subject teacher and the head of the institution.
- b) He shall see that the books are not eaten away by the white ants etc.
- c) He shall prepare the catalogue of the books subject-wise.
- d) He shall issue books to the students and see that they are circulated and returned in time.
- e) He shall maintantion the account of periodicals and their circulation among the staff members and students of the institution.
- f) He shall maintain the stock-register upto date with full details of books purchased.