

KALAKSHETRA FOUNDATION

Duty chart of regular employees

1. DEPUTY DIRECTOR

- (i) Assists the Director in all matters relating to administration.
- (ii) Estate Officer of the Foundation
- (iii) To plan capital works and process for necessary approvals
- (iv) To plan procurement of equipment and process for necessary approvals
- (v) To guide subordinates in proper disposal of work.
- (vi) To assist the Director in ensuring discipline among staff.
- (vii) To ensure timely filling up of posts.
- (viii) Periodical review of Recruitment Rules
- (ix) Monitoring of court cases.
- (x) Preparation of draft agenda points and draft minutes in respect of Governing Board meetings.
- (xi) Monitoring of follow up action of decisions in the GB meetings
- (xii) Examination of grievances and welfare matters of staff for redressal by Director/competent authority.
- (xiii) Any other duty assigned by the Director.

2. THEATRE & PERFORMANCE EXECUTIVE

(It is proposed to downgrade the post from Level-10 to Level-6 and redesignate as Theatre Manager)

- (i) Planning and scheduling the annual calendar of festivals, performances, workshops and lectures in consultation with the Director and staff concerned.
- (ii) Formulate proposals for conduct of cultural programs within India and outside India
- (iii) Inviting the artistes and scheduling their dates during the festival based on their availability
- (iv) Fix honorariums for the artistes based on their seniority as per instructions of the Director/administration
- (v) Maintaining regular communication by email, letters and phone with the artistes and the accompanists to collect details of travel, publicity material, stage and lighting requirements etc.

- (vi) Evolve a publicity plan and co-ordinate the designing of invites, posters, advertisements, banners etc. and getting them printed on time for release.
- (vii) Sending of invitation to the members of the media and promoting the event online
- (viii) Prepare a comprehensive budget for the festival and get the necessary administrative and financial approval.
- (ix) Organize accommodation, food and transport for the artistes and accompanists.
- (x) Purchase of shawls or gifts for artist felicitation and preparing the requisite paper work.
- (xi) Ensure the theatre is in best possible condition in terms of equipment, curtains, cleanliness, lighting etc. for the festival.
- (xii) Allocate staff and volunteer duty.
- (xiii) Re-check rehearsal time, stage set up, sound check, payment, transport etc. for the artists on the date of the event.
- (xiv) Review the event check list that involves decoration of theatre, compere, introduction, felicitation, chief guest, volunteers, theatre.
- (xv) Be present during the event to receive important guests and alumni at the entrance. Make space for late arrivals, reservation of seats for VIPs.
- (xvi) Ensure the event has no glitches in between and finish off with the artist felicitation as per plan. Taking the feedback and thanking the artists after the event.
- (xvii) Preparing approval notes for all the bills to vendors who have rendered services for designing, printing, lighting, equipment hire, advertisement release etc.
- (xviii) In case of events conducted in venues outside Kalakshetra, coordination work in terms of organizing travel, accommodation and food for the group to these places along with a plan for local publicity.
- (xix) Regular updation of list of rasikas/invitees.
- (xx) Liaison/marketing with other organization for hiring of performance spaces of Kalakshetra Foundation.
- (xxi) For programs in abroad, coordination work with the sponsors, arranging visas and other processing for statutory bodies approval.
- (xxii) Coordinate set up, rehearsal timings with the hirers or collaborators.
- (xxiii) Organize artistes stay, transport, food etc.
- (xxiv) Monitoring of equipment, props, vehicle etc. that come into the campus and leave, informing the security accordingly.
- (xxv) Ensuring the theatre is cleaned and handed over in a good condition to the party at the right time. Allocating necessary staff for the same.
- (xxvi) Coordination between the in-house technicians and the ones from outside with regard to sound, light and stage set up.
- (xxvii) Promotion of the event amongst others on the website of Kalakshetra mailing list apart from liaison with press agencies, electronic media and social media.
- (xxviii) Coordinate with and overseas organizations for marketing Kalakshetra repertoire.

- (xxix) To arrange bus and booking of tickets to artists to perform programmes outside Kalakshetra Foundation
- (xxx) Preparation of synopsis, cast list during the performances
- (xxxi) Performance work – making travel and accommodation arrangements to artists, students, faculty members, guests and VIPs.
- (xxxii) Organising all the performance work – Bhava Bhavanam – Kathakali programme, Prasarana Programme, Annual Art Festival, Rukmini Devi Birthday Celebrations, Maha Tarangini Programme and Baani Festival etc.
- (xxxiii) Any other work as assigned by the Director.

3. **CHIEF ACCOUNTS OFFICER**

(It has been proposed to upgrade the post to Level-10 from the present Level-7. Matching savings by abolishing one post of MTS)

- (i) Preparation of annual accounts and related accounts and placing them in the Finance Committee and Governing Board meetings for approval
- (ii) Handling the accounts of Festival of India and correspondence with the Ministry and participating organizations.
- (iii) Preparation of Budget estimates and Revised estimates as a whole for Kalakshetra Foundation
- (iv) Drafting norms on financial matters
- (v) Preparation of outcome budget and Memorandum of Understanding to be signed with the Ministry of Culture
- (vi) Furnishing Utility Certificates for the grants received during the year
- (vii) Handling accounts audit and transaction audit and the replies to the audit reports
- (viii) Attending ATN on audit paras
- (ix) Periodical accounts inspection of the units
- (x) Central Public Information Officer under the RTI Act for the organization
- (xi) To ensure deduction and remittance of Provident Fund contribution to EPFO
- (xii) Management of financial reporting, cash flow and financial statement.
- (xiii) Release of all payments (including checking of vouchers & payments).
- (xiv) Payment and recovery of advances paid to outside parties' / staff members.
- (xv) Act as Drawing & Disbursing Officer.
- (xvi) Release of Foreign Exchange.
- (xvii) Inter branch payment adjustment and reconciliation thereof.
- (xviii) Allocation of Budget to various units.
- (xix) Preparation of agenda items FC meetings relating to Accounts Section and follow up thereon.

- (xx) Maintenance and monitoring of Project Accounts.
- (xxi) Ensure deduction of tax from the payments made to contractors and remittance of tax to the Income Tax Authority.
- (xxii) Ensure amount/fund received from Government/other agencies are properly accounted for.
- (xxiii) Any other duty/responsibility that may be assigned by the Director.

4. **ADMINISTRATIVE OFFICER**

General Duties -

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff;
- (iii) Management and co-ordination of the work;
- (iv) Maintenance of order and discipline in the Unit;
- (v) Maintenance of a list of residential addresses of the Staff.

Responsibilities relating to receipts-

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Controlling Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the Unit diary once a week to know that it is being properly maintained.

Responsibility of efficient and expeditious disposal of work and checks on delays –

- (i) to keep a note of important receipts with a view to watching the progress of action;
- (ii) to undertake inspection of Subordinates' table to ensure that no paper of file has been overlooked;
- (iii) to ensure that cases are not held up at any stage;
- (iv) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

Independent disposal of cases -

Take action independently on the following types of cases-

- (i) issue of reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which a unit in-charge is authorized to take independently.

Duties in respect of recording and indexing

- (i) to approve the recording of files and their classification;
- (ii) to review the recorded file before destruction;
- (iii) to order and supervise periodic weeding of unwanted spare copies;
- (iv) ensuring proper maintenance of registers required to be maintained in the Unit;

- (v) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (vi) Ensuring neatness and tidiness in the Unit;
- (vii) Dealing with important and complicated cases himself;
- (viii) Ensuring strict compliance with Departmental Security Instructions.

5. **ENGINEER OFFICER**

- (i) To maintain files relating to engineering works handled by him
- (ii) To coordinate with CPWD/ implementing agency to ensure that works entrusted to them are completed within the specified time lines
- (iii) To ensure in coordination with CPWD/ implementing agency that the quality of capital works carried out in the campus is up to the mark
- (iv) To submit issues for taking up with CPWD relating to the works undertaken by them
- (v) To visit the construction sites on daily basis to ensure quality of work and adherence to time lines
- (vi) Submit fortnightly reports to Director relating to capital works in the campus
- (vii) Works Committee meetings – coordination with the members; preparation of agenda for the meetings and preparation of minutes of the meetings
- (viii) To follow up decisions taken in the Works Committee meetings
- (ix) To initiate proposals for capital works as may be entrusted to him
- (x) To examine issues relating to release of payments to CPWD and settle accounts and obtaining utilization certificates

6. **EDP PROGRAMMER**

- (i) Maintenance of Server, Desktop Computers, Printers, Scanners, laptops and LCD Projectors in the campus
- (ii) Maintenance of Multi-user Tally Accounting Software
- (iii) Creation and maintenance of new heads, new groups, printing of ledgers, Yearly consolidation of accounts, accounting operational works and data backup
- (iv) Payroll Accounting Software – Regular and Fixed Pay Staff (Multi-user)
- (v) Monthly Entry, preparation of salary sheet, consolidation, bank statement, flat file preparation, on-line updation, data backup.
- (vi) TDS software – Entering of Salary Data 24Q for each quarter, preparation of return statement, flat file generation and sending for uploading.
- (vii) Fee Management Software (BCCH, CFA & BASS)

- (viii) Helping the users to use the software effectively and maintenance of the software, coordination with the manufacturers for errors, updation and further development.
- (ix) Attendance Register System (CFA)
- (x) Maintenance and coordination for using the software by CFA Staff.
- (xi) Library Management Software (Autolib)
- (xii) Installed at RDCFA Library and coordination with the manufacturers for effective usage and maintenance.
- (xiii) Maintenance of website www.kalakshetra.in. Carrying out regular updation of program details, events, announcements, circulars, advertisements, regular activities and circulars from time to time.
- (xiv) Monitoring of Bio-metric attendance system machines and related reports.
- (xv) Monitoring of central public grievance website on a fortnight basis for progress report.
- (xvi) At the end of financial year, to help in finalization of accounts, preparation of balance sheet, income & expenditure, R & P Statement, consolidation, passing of journal vouchers and rectification of vouchers wherever necessary.
- (xvii) Preparation of accounts statement for printing of Annual Report.
- (xviii) Bulk mail sending for various programmes (coordination with concerned agency for sending bulk mails).
- (xix) Preparation of expenditure statement as per requirement.
- (xx) Uploading of Foreign contribution details in FCRA website.
- (xxi) Attending service calls raised by various units and coordinating with the service agency to solve the concerned hardware issues.
- (xxii) Maintenance of Photocopier machines and Printers for refilling and repairs as per user complaints from time to time.
- (xxiii) Preparation of various accounts related reports as per requirement from MOC.
- (xxiv) Maintenance of Internet broadband line (Airtel and Spectranet)
- (xxv) Maintenance of Local network line and solving various network issues raised by the concerned user.
- (xxvi) Preparation of income tax statement of staff of central office, BCC Hostel and CERC and monitoring of such recovery on a monthly basis.
- (xxvii) Preparation of Form 16A for Contractors on a quarterly basis and Form 16 for staff on a yearly basis.
- (xxviii) Maintenance of website of the Foundation

7. **SR. ACCOUNTANT/ACCOUNTANT**

A. **Accounts Maintenance**

- (i) Feeding of voucher details of BCC Hostel/Non Plan, Plan in the Tally

system

- (ii) Report preparation based on the vouchers fed to "Tally"
- (iii) Preparation of salary vouchers and remitting of all recovery cheques to various agencies like GI, LIC, Canara Bank, Post Office, Co-optex, Loom World, Guild etc.
- (iv) Remitting of PF/Service Tax recoveries through online
- (v) Scrutiny of vouchers with reference to sanction orders received.
- (vi) Co-ordinating with the central accounts with reference to cash vouchers during the finalization for year ended process
- (vii) Coordinating with Internal/External Auditors on Central A/c
- (viii) Vouchers Audit. Operation of Sweep Account and reconciling with sweep balance with Bankers

B. Cash Maintenance

- (i) Maintenance of cash balances of Plan and Non-Plan Accounts
- (ii) Tallying with book balance and the actual balance available and recording the denominations in the cash book
- (iii) Maintenance of cash book on daily basis for BCCH, Weaving, Kalamkari , Plan and Non Plan accounts
- (iv) Maintenance of Cash book for Scholarship Fund, FRR, PD Fund Accounts

C. Maintenance of Bank Transactions

- (i) Liaison with Indian Bank, Allahabad Bank and Canara Bank throughout the year
- (ii) Corresponding with respective banks regarding financial transactions like Pay, Interest of our FDs, Sanction of Loans to employees etc
- (iii) Preparation of Bank reconciliation statements for all Central Office Accounts and FOI abroad accounts
- (iv) Maintenance of Fixed Deposits with Indian Bank, Canara Bank & State Bank of India
- (v) Drawl of cheques for various transactions of Kalakshetra and also attending related activities like getting Demand Drafts, Cheque leaves requisition and other related activities
- (vi) Maintenance of "Net banking" facility for Indian Bank and Canara Bank with "View" facility and making necessary entries in to books of accounts

D. TDS Returns

- (i) While making payment to Professionals, Contractors, Advertisement

Agencies etc deduction of TDS and drawl of cheques and remitted to Banks as applicable to respective categories

- (ii) Preparation of necessary forms for deposit of TDS
- (iii) Correspondence with IT Department for any queries on TDS

E. Hostel Work

- (i) At the time of Admission guiding the Parents/Guardians and Students
- (ii) Collection of fees from the inmates and remitted in Bank
- (iii) Co-ordinating with the Hostel Superintendent for purchase of Hostel items, Provisions, Vegetables and other requirements
- (iv) Making arrangements for repair of Utensils in Kitchen
- (v) Printing of necessary Challan books, receipt books and bill books for Hostel

F. Other Co-ordination work

- (i) Liaison with Travel Agency for booking of Air Tickets for our Higher Officials in c/w meetings/tours to outstation
- (ii) Correspondence with Travel Agencies etc
- (iii) Guiding new students in opening of Savings Bank Account

G. Cash Maintenance

Handling the CASH of Plan, Non-Plan, Hostel Cash and remittance being done in appropriate banks after raising proper receipts

H. General

- (i) Preparation of Asset Register and Maintenance
- (ii) Preparation of Stock Register and Maintenance
- (iii) Preparation of Daily Collection Register
- (iv) Preparation of Income Tax Statement for teaching and non-teaching staff
- (v) Preparation of Tuition fees and other fees register
- (vi) Bank Reconciliation Statement for every month
- (vii) Tally work
- (viii) Accounts maintenance for ticket sales of Annual Art Festival.
- (ix) Processing of ex-gratia to staff artists and guest artistes' payment
- (x) Processing of Kalakshetra Scholarship, ICCR Scholarship and other scholarships.

- (xi) TA/DA Bill for Governing Board Meeting.

ACCOUNTANT (IF ATTACHED WITH SCHOOL)

A. Collection of fees

- (i) Issue of receipts to the students and collect receipts from the bank and tally with the remittance register with banker's collection advice every day. To input into tally software and fee Management System every day.
- (ii) Reconciliation of fees at the end of every term
- (iii) Revision of fee structure.

B. Admission works: Attending enquires and issue of applications and attending all connected works like fee collection, TC, Mark Sheets, Birth Certificates Community certificate, Migration Certificates etc., after confirmation of Admission.

C. Administrative Works:

Obtaining of Building Licence renewal for the school building

Bus permit and its maintenance

Repair and Maintenance work: Initiating works for Repairs and Maintenance of school building

D. Accounts Matters

- (i) Maintaining all the accounts books and reconciliation of pass book and finalizing accounts every month and end of the financial year with help of Tally Software and Fee Management Systems and submitted accounts to the auditors during the AGS audit held in 2016.
- (ii) Salary: Preparation of salary statement for the both Teaching and Non-teaching Staff Members and consolidated teachers every month and looking after their connected works.
- (iii) Income Tax: Preparation of working sheet and Form 16
- (iv) Provident Fund: Deductions of Provident Fund for all the staff members of BASS and remitting the same to EPFO
- (v) Fee Management System: Existing Fee Management System is not working properly and which is has been corrupted and the new fee management system name Easy 5.0 Education Automation System has been installed in the month of June 2016 and attending the correction and data updating works. This software is

working properly and started to generate the bills for the collection of fees from the parents.

- (vi) Claiming of Gratuity and Group Insurance Scheme from the Life Insurance Corporation of India, Chennai for the superannuated employees in stipulated time.
- (vii) Audit work: In connection with auditing of accounts, submitting of all the relevant documents like files, vouchers, bills etc. in time to time and assist to the internal auditors and AGS auditors.
- (viii) Academic work: To attend the all the academic works and assist to the Principal for running the school in smooth manner every day and attend the all the relevant works whenever necessary.
- (ix) Purchase: Purchasing of all the materials like Lab materials, Games materials, Montessori materials, and Miscellaneous materials like mats, cleaning materials, stationery, chalk pieces etc., for the school every year
- (x) To look after the all the menial staff members and assigning the duties for the cleaning of class rooms and campus make the arrangements for the C.C.A. Program and celebrations like School day, Sports Day etc.

8. ADMIN ASSISTANT/UDC

Maintenance of Service Records of regular employees of all units and that of Director.

- (i) Facilitate verification of service records by the employees concerned with respect to their pay fixation, increment, leave particulars and other entries for authenticity and corrections if any.
- (ii) Leave entries in the service book of employees viz. Earned Leave/Commuted Leave/Half Pay Leave/Extraordinary Leave etc.
- (iii) Preparation of Monthly Leave Statement of Central Office and collecting of leave statements by every 20th of the month of all units for submission to Accounts Section before the Pay Bill;
- (iv) Grant of annual increment to all employees and communicating to Accounts Section for incorporating in the pay bill.
- (v) Increment entries in service book
- (vi) Issuing notice, circulars, note for procurement of Memento etc. for the retiring employees from time to time.
- (vii) Processing of terminal benefits of retired/resigned employees of the Foundation for encashment of Earned Leave. After approval, communicated to the Accounts Section for dispersal of the settlement to the concerned employees. Also filling up the respective terminal benefits forms for furnishing the same to LIC for Gratuity,

GI and Provident Fund etc. and place it before the Management for approval of the same.

- (viii) Obtaining sanction orders relating to Dearness Allowance for both non-teaching staff as per Central Government O.M. and for teaching employees as per State Government G.O., Festival Advance, Bonus etc. and issuing circulars on these matters to all units and communicating to Accounts for processing the same.
- (ix) Scrutiny of medical bills incurred by employees of all units with respect to their admissibility as per CGHS Rates and obtaining sanction of the Management for reimbursement of the same to the employees concerned.
- (x) Scrutiny of Over Time Allowance, Leave Travel Concession claims and Children Education Allowance claims of the employees of all units and obtaining approval for reimbursement of the same to the employees concerned.
- (xi) Maintenance of Roster Register for Direct Recruitment, Promotion and Cadre Register of employees of all units.
- (xii) Coordinating with other staff for preparation of Annual Report of the financial year for placing it before the Governing Board Meeting for approval after which printed annual reports will be forwarded to Ministry of Culture, Governing Board Members and other autonomous bodies as instructed by the Management.
- (xiii) Preparation of Holiday List for the Foundation in consultation with other units and obtaining approval of the same from the Management after which circulated to all units.
- (xiv) Preparation of Selection Note for Departmental Promotions, forwarding of letters to MoC for conducting DPC/MACP, Vigilance clearance certificates, Proceedings, Seniority lists etc. for the said DPC. After DPC, issuing necessary orders to the promotees and obtaining option for pay fixation after which will be entered in the Service Books of the employees concerned.
- (xv) Maintaining manual registers for Children Education Allowance, Medical reimbursement Register, LTC etc. as instructed by AG Audit.
- (xvi) Monthly incumbency position
- (xvii) Reservation roster relating to promotion
- (xix) All matters relating to Direct recruitment/ Deputation
- (xviii) All contract appointment
- (xix) All matters relating to Recruitment Rules for all the posts of KF
- (xx) All legal matters of KF
- (xxi) Disciplinary matters
- (xxii) Work distribution among staff
- (xxiii) Annual Performance Appraisal Report of all staff – to ensure timely completion
- (xxiv) Holiday list
- (xxv) Any other duty assigned by DD/CAO/Director

9. Lower Division Clerk

- (i) Admission related matters viz. advertisements, Admission portal monitoring, call letters for interview, assessment sheet, verification of certificates.
- (ii) Student data maintenance, students individual file and admission register.
- (iii) Preparation of Transfer Certificate to the student.
- (iv) Procurement of Office stationary, furniture and equipment, first-aid kit.
- (v) Reply to email queries.
- (vi) Typing question papers, exam. hall allocation, exam hall related works.
- (vii) Mark entry in the system.
- (viii) TCSiON related work
- (ix) Preparation of notes on issues relating to Costume Section
- (x) Attending enquires
- (xi) Attendance register maintenance of faculty and staff
- (xii) Preparation of faculty selection committee proceedings
- (xiii) Preparation of offer of appointment for guest faculty and part time faculty
- (xiv) Preparation of Bonafide certificate and provisional certificate
- (xv) Fee collection through online – all related work
- (xvi) Admission of Part Time student
- (xvii) Arrangement of bus pass to the day scholar
- (xviii) Collection and remittance of visitors' fees
- (xix) Monthly data of foreign visitors to KF
- (xx) Permission to Faculty for private programme
- (xxi) Preparation of Bank reconciliation statement
- (xxii) Entries in Tally

10. SENIOR STENOGRAPHER

General

- (i) Drafting replies and finalize replies with regard to allotted work.
- (ii) Preparation of office note, orders / tables / statements as required by the officers.

- (iii) Screening telephone calls and visitors.
- (iv) Issue of Identity Card for faculty and students.
- (v) Imprest handling

Academic area

Co-ordinating and assisting seniors—

- (i) Admission to all courses
- (ii) Preparation of Timetable and syllabus
- (iii) Field trips of students - preparation of budget, process for approval, arrangements for transportation, boarding and lodging.
- (iv) Lecture demonstrations and workshops for dance, Music and Visual Arts Department, felicitation for the resource persons. If need, arrangements made for their boarding and lodging.
- (v) Monthly report of RDCFA.
- (vi) Arranging staff meetings.
- (vii) Students related issues.
- (viii) Academic circulars.
- (ix) All FRRO related matters.
- (x) Preparation of recommendation letters for Salary grant and production grants for the cultural organizations applied under the Cultural Functions Grant Scheme (CFGs).
- (xi) NAD related work.
- (xii) TCSiON related work
- (xiii) Thyagaraja Aradhana, Karthigai Somavaram, Rukmini Devi Arundale birthday celebrations at RDCFA.

Academic Committee Meeting

Co-ordinating and assisting seniors in—

- (i) Fixing date.
- (ii) Agenda preparation in coordination with Schools, CERC and BCCH.
- (iii) Arrangement to members.

- (iv) Preparation of minutes.
- (v) Maintaining the attendance register for the academic committee meeting.
- (vi) Honorarium for the non-official members of the academic committee.
- (vii) Uploading minutes in the website.

Convocation:

Co-ordinating and assisting preparation of consolidated mark statements and award of diplomas, subject toppers certificate and prizes for the students in the convocation work.

11. JUNIOR STENOGRAPHER

- (i) Secretarial assistance to Deputy Director / C.A.O
- (ii) Taking dictation in short hand and its transcription
- (iii) Handling appointments
- (iv) Mailing correspondence
- (v) Filing papers
- (vi) Collecting information as directed by DD/CAO
- (vii) Screening telephone calls and visitors
- (viii) Preparing statements/ Tables/ Note / Circulars / Office orders as required by Deputy Director / C.A.O.
- (ix) Keeping list of engagements, meetings and reminding the officer sufficiently in advance.
- (x) Maintaining in proper order the papers required to be retained by the officer.
- (xi) Co-ordination among various units on the action taken points
- (xii) Drafting replies to routine nature of work
- (xiii) Checking e-mail admin@kalakshetra.in and forwarding the mails to the concerned persons.
- (xiv) Issuing petrol coupons to Cars, Auto and Bus as and when required by the drivers.
- (xv) **Works relating to Governing Board and Finance Committee meetings:**
 - (a) Ascertaining members' availability for dates proposed for the meeting and ascertaining their participation in GB meetings.
 - (b) Assisting in preparation of Agenda for GB and FC meetings
 - (c) Preparing required number of copies of agendas and sending it to the members of GB & FC
 - (d) Assisting in preparation of minutes
 - (e) Circulating the minutes to the members of the Governing Board and Finance Committee
 - (f) Correspondence with GB & FC members

- (g) Maintaining attendance registers for GB & FC meetings
- (h) Maintaining the G.B meeting & F.C. meeting files
- (i) Retrieval of previous G.B and F.C. agenda and minutes as and when required by the officers.
- (xvi) Co-ordinate with all the units in preparation of monthly reports to MoC and sending it to all the GB members every month.
- (xvii) Assisting the CPIO in RTI matters viz. maintenance of RTI register; submission of quarterly and Annual returns

12. TECHNICAL OFFICER

(It has been proposed to re-designate the post as Sound Engineer)

- (i) To handle modern stage equipment
- (ii) To handle entire sound system of Theatre
- (iii) To co-ordinate with Electrician in all festivals and celebrations of the Foundation;
- (iv) To co-ordinate with the theatre crew in keeping the instruments and stage equipment in good condition before each performance;
- (v) To supervise the work of theatre crew and giving instructions whenever necessary in connection with the sound related work
- (vi) Maintaining of stock record of sound equipment and their locations
- (vii) Responsible for all sound related requirements at the existing venues at Kalakshetra Foundation
- (viii) Communicate with the artist and compile the sound requirements ready before a concert.
- (ix) Conduct sound check well in advance before the programme
- (x) To be present in the venue when the events are conducted for live mixing of sound at the mixing board according to Kalakshetra aesthetics
- (xi) Rectify sound glitches, if any during the performance.
- (xii) Create sound recording of all the concerts or selected ones, as per policy for Kalakshetra archives
- (xiii) Maintain the recorded materials in a standardized format in the designated hard drives and make it accessible to the students and teachers for future reference.
- (xiv) Edit sound files for the use by Kalakshetra repertory whenever necessary
- (xv) Help in sound design of Kalakshetra productions, new or revived
- (xvi) Regular maintenance of all the sound equipment and the related instruments.
- (xvii) Evolving a service schedule and sending the equipment for necessary repairs.
- (xviii) To be present at rehearsals of the Kalakshetra repertory whenever necessary

- (xix) Follow procedures of Government of India and paper work for the purchase of new equipment for the theatre.
- (xx) Coordinate hiring of any equipment for the theatre, if necessary and process the payments.
- (xxi) Assist the Kalakshetra repertory in technical arrangements when they perform outside Kalakshetra.
- (xxii) Build knowledge on affairs of the theatre other than sound like lighting, electrical supply lines, projectors etc. to handle in case of emergency.
- (xxiii) Keep abreast about the latest development in technology and assist the management with up-gradations, if necessary.
- (xxiv) Work in tandem with the other staff members in the theatre and outside to ensure smooth functioning of all the venues at Kalakshetra Foundation.
- (xxv) Contribute as a team player, encouraging the subordinates and training them for better performance.
- (xxvi) Any other work assigned by the management

13. DUTIES OF DRIVER - CUM MECHANIC

- (i) To attend staff car duties.
- (ii) To ensure smooth functioning of staff car.
- (iii) To ensure timely repair & maintenance of staff car.
- (iv) To attend petty repairs like - change of petrol, oil & lubricants of car etc.
- (v) To maintain log book of staff car on prescribed form & get it authenticated from the users.
- (vi) To ensure proper maintenance of records of petrol, diesel drawn for the car on monthly basis and get it verified from the officer of the Administration department.
- (vii) To ensure maintenance of records of major repairs with details of spare parts replaced (under warranty/ guarantee) indicating cost and dates on which repairs were carried out.
- (viii) To ensure records of mileage covered by the car on monthly basis duly authenticated by office of Administration Department.
- (ix) To ensure delivery of Dak to the addresses and obtain receipt on Dispatch Register.

14. SENIOR TECHNICIAN/ TECHNICIAN

(It has been proposed to merge the posts of Senior Technician and Technician in Level-1 and designate them as Stage Assistant)

- (i) In charge of entire stage management and arrangements like fixing up of lights, mikes etc.
- (ii) Fixing up of the cyclorama/back drop and changing of the same as required in each scene of the dance-dramas;
- (iii) To coordinate with the theatre crew and ensure the cleanliness of the stage by periodically cleaning and maintaining the same;
- (iv) To co-ordinate with the technician in decorating the stage;
- (v) To co-ordinate with the theatre crew in arrangement of chairs before each event;
- (vi) To accompany the artists in the outside programmes for stage arrangement work;
- (vii) Any other work assigned by the management

15. ELECTRICIAN –To attend to all electrical works of all units of KF. KF being a vast campus and has more than 100 buildings, the electrical faults are to be continuously attended to. Electrician also takes care of three generators in the campus. He is always in attendance during the programmes in the Theatres and has to be available till the programmes are over which often stretches up to 10 PM. He is also available on call on all days to attend to urgent fault removal.

- (i) Theatre electrical maintenance work
- (ii) General maintenance of street lights;
- (iii) Electrical Generator – operation
- (iv) Attending electrical faults and rectification works
- (v) Cables laying
- (vi) All electrical works and wiring works
- (vii) Execute plans of electrical wiring for well-functioning lighting, intercom
- (viii) Execute plans of electrical wiring for well-functioning lighting, intercom and other electrical systems
- (ix) Install electrical apparatus, fixtures and equipment for alarm and other systems
- (x) Install safety and distribution components (eg. Switches, resistors, circuit-breaker, panels etc.)
- (xi) Connect wiring in electrical circuits and networks ensuring compatibility of components
- (xii) Prepare and assemble conduits and connect wiring through them
- (xiii) Prevent breakdown of systems by routinely inspecting and replacing old wiring and

- insulated cables, cleaning circuits etc.
- (xiv) Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units
 - (xv) Produce and maintain well-functioning electrical connections to minimize the probability of accidents and maximize usability of electricity in all facilities.

16. ASSISTANT ELECTRICIAN – To assist the Electrician to attend to all electrical duties of all units of KF with regard to the above works

17. PEON:

- (i) Opening of the office.
- (ii) Dust the office tables & chairs, windows, file cabinets and keep the office room clean and tidy;
- (iii) To remove all waste papers etc. for disposal as directed by the Officer
- (iv) Go to the bank
- (v) Files moving to Central office and back.
- (vi) To handle files between different units of the offices
- (vii) To deliver local official letters to other offices
- (vi) To go to post office daily to deliver letters (speed posts), registered posts etc.) of all units after letters duly franked by operating franking machine
- (vii) To attend to the office work (including carrying files, official papers and books etc) whenever required
- (viii) Attending to book sales whenever required by the office
- (ix) Local purchase of materials
- (x) Fixing tag on the products
- (xi) Folding the saris after weaving
- (xii) Attending the sales in showroom and bazaar
- (xiii) Daily closing the office in the evening and hand over key to Main Security Guard.

18. Sweeper

- (i) Cleaning office rooms, ground areas, toilets and washbasins daily;
- (ii) Sweeping and mopping of the floors of the rooms in their charge, corridors, Verandahs etc. daily;
- (iii) Sweeping and cleaning of the entire campus areas;
- (iv) Clean and dust the doors, windows, etc. periodically;

- (v) To ensure neatness and tidiness in the room of officers & departments
- (vi) Any other duties assigned by the Officer in charge of the estate area from time to time.

19. Sanitary Worker

- (i) Cleaning all the toilets in the entire campus and washbasins daily;
- (ii) Sweeping and collecting the garbage of the entire campus areas;
- (iii) To ensure cleanliness in the entire campus areas;
- (iv) To collect the garbage from the offices and dispose it in garbage bins;
- (v) It is also their **job** to ensure there is no waste left on entire campus areas.
- (vi) Any other duties assigned by the officer in charge of the estate area from time to time

20. GARDNER

- (i) Cares for all plants, flowers, grass and trees
- (ii) Regular irrigation
- (iii) Sweeps and cleans debris from walkways, driveways
- (iv) Preparing soil and plants for planting
- (v) Cultivates, fertilizes, waters, fumigates, and prunes plants
- (vi) Pruning of shrubs
- (vii) Maintaining high level of presentation
- (viii) Cleaning and maintaining tools and equipment
- (ix) Digging, planting and weeding flower beds and borders
- (x) Applying nutrients to plants and maintaining moisture levels
- (xi) Using machinery such as lawn mowers, rotovators and hedge trimmers

RUKMINI DEVI COLLEGE OF FINE ARTS

1. PRINCIPAL

Responsible for all administrative functions and academic activities of Rukmini Devi College of Fine Arts under the guidance and orders of Director. Broad scope of work involves—

- (i) Submit proposals to Director for development, administer, and promote the academic programs and academic support functions of the college including international programs;
- (ii) Co-ordinate holding of Academic Advisory Committee meeting at least once a year;

- (iii) Recommend to Director for the nomination, retention, termination, and remuneration to the contract faculty both full time and part-time;
- (iv) Monitor overall functioning of the College;
- (v) Monitor attendance of students on daily basis;
- (vi) Ensure smooth conduct of examinations and declaration of results within the stipulated date lines;
- (vii) Ensure discipline among students and bring serious issues to the notice of Director;
- (viii) Coordinate and promote academic proposals, changes, reviews, and other academic matters;
- (ix) Coordinate among the departments viz. Dance, Music, Costume Block, Theatre and Visual Arts Department;
- (x) Develop and coordinate educational policies, planning functions and physical facilities planning and utilization of the college;
- (xi) Provide leadership, conduct and implement strategic planning;
- (xii) Recommend to Director for developing external relationships for the purposes of (i) enhancing student placement opportunities; (ii) providing meaningful community outreach opportunities for students and faculty; and (iii) develop alumni data bank and organize alumni association meeting once a year.
- (xiii) Recommend fee structure every year;
- (xiv) Organize placement services for the students once a year;
- (xv) Update contents in the Kalakshetra Website with regard to College at regular intervals;
- (xvi) Any other work as may be assigned to the Principal by the Director from time to time.

2. PROFESSOR- BHARATANATYAM

- (i) Handle final year Diploma and Post-Diploma practical classes including theory;
- (ii) complete entire curriculum within the specified time;
- (iii) assess the learning quality of each student and accordingly supplement additional instructions, if any, as required;
- (iv) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and
- (v) take part in Kalakshetra productions;
- (vi) conduct rehearsals for all dance-dramas
- (vii) assist in organizing art festivals and other functions throughout the year;
- (viii) accompany artists in the performances conducted at Kalakshetra and abroad;
- (ix) choreograph dance-dramas;
- (x) provide guidance for Costume Department in designing costumes for dance-dramas.
- (xi) perform such other duties as may be prescribed by the Principal or by the administration of the Kalakshetra Foundation

3. **ASST.PROFESSOR – BHARATANATYAM**

- (i) Handle final year Diploma and Post-Diploma practical classes including theory;
- (ii) complete entire curriculum within the specified time;
- (iii) assess the learning quality of each student and accordingly supplement additional instructions, if any, as required;
- (iv) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and
- (v) take part in Kalakshetra productions;
- (vi) conduct rehearsals for all dance-dramas
- (vii) assist in organizing art festivals and other functions throughout the year;
- (viii) accompany artists in the performances conducted at Kalakshetra and abroad;
- (ix) choreograph dance-dramas;
- (x) provide guidance for Costume Department in designing costumes for dance-dramas.
- (xi) perform such other duties as may be prescribed by the Principal or by the administration of the Kalakshetra Foundation

4. **LECTURER – BHARATANATYAM**

- (i) Handle all the junior and senior level classes and theory in English;
- (ii) complete entire curriculum within the specified time;
- (iii) assess the learning quality of each student and accordingly supplement additional instructions, if any, as required;
- (iv) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and
- (v) To assist the professors in organizing art festivals and celebrations every year;
- (vi) To co-ordinate with the concert section in connection with theatre duties and arrangements;
- (vii) To assist the seniors in writing music notations for dance compositions;
- (viii) To assist in the documentation of old note books handled by the scholars of Kalakshetra;
- (ix) perform such other duties as may be prescribed by the Principal or by the administration of the Kalakshetra Foundation

5. **TUTOR – BHARATANATYAM**

- (i) Handle all the junior and senior level classes and theory in English;
- (ii) complete entire curriculum within the specified time;
- (iii) assess the learning quality of each student and accordingly supplement additional instructions, if any, as required;
- (iv) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and
- (v) To assist the professors in organizing art festivals and celebrations every year;
- (vi) To co-ordinate with the concert section in connection with theatre duties and arrangements;
- (vii) To assist the seniors in writing music notations for dance compositions;
- (viii) To assist in the documentation of old note books handled by the scholars of Kalakshetra;
- (ix) perform such other duties as may be prescribed by the Principal or by the administration of the Kalakshetra Foundation

6. PROFESSOR-MUSIC

- i) Handle Diploma and Post-Diploma practical classes including theory;
- ii) complete entire curriculum within the specified time;
- iii) assess the learning quality of each student and accordingly supplement additional instructions, if any, as required;
- iv) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and
- v) To assist the professors in organizing art festivals and celebrations every year;
- vi) To accompany for the Kalakshetra repertory productions;
- vii) To read and write music notations;
- viii) To co-ordinate with dance section in organizing art festivals and other celebrations at Kalakshetra;
- ix) To conduct rehearsals for all dance-dramas in co-ordination with dance section;
- x) perform such other duties as may be prescribed by the Principal or by the administration of the Kalakshetra Foundation

7. ASSISTANT PROFESSOR-MUSIC

- xi) Handle Diploma and Post-Diploma practical classes including theory;

- xii) complete entire curriculum within the specified time;
- xiii) assess the learning quality of each student and accordingly supplement additional instructions, if any, as required;
- xiv) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and
- xv) To assist the professors in organizing art festivals and celebrations every year;
- xvi) To accompany for the Kalakshetra repertory productions;
- xvii) To read and write music notations;
- xviii) To co-ordinate with dance section in organizing art festivals and other celebrations at Kalakshetra;
- xix) To conduct rehearsals for all dance-dramas in co-ordination with dance section;
- xx) perform such other duties as may be prescribed by the Principal or by the administration of the Kalakshetra Foundation

8. **Lecturer-Music**

- i) To handle practical and theory classes;
- ii) complete entire curriculum within the specified time;
- iii) assess the learning quality of each student and accordingly supplement additional instructions, if any, as required;
- iv) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child;
- v) To assist the professors in organizing art festivals and celebrations every year;
- vi) To accompany for the Kalakshetra repertory productions;
- vii) To read and write music notations;
- viii) To co-ordinate with dance section in organizing art festivals and other celebrations at Kalakshetra;
- ix) To conduct rehearsals for all dance-dramas in co-ordination with dance section;
- x) perform such other duties as may be prescribed by the Principal or by the administration of the Kalakshetra Foundation

9. **TUTOR-MUSIC**

- i) To handle practical and theory classes;
- ii) complete entire curriculum within the specified time;
- iii) assess the learning quality of each student and accordingly supplement additional instructions, if any, as required;
- iv) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and
- v) To assist the professors in organizing art festivals and celebrations every year;
- vi) To accompany for the Kalakshetra repertory productions;
- vii) To read and write music notations;
- viii) To co-ordinate with dance section in organizing art festivals and other celebrations at Kalakshetra;
- ix) To conduct rehearsals for all dance-dramas in co-ordination with dance section;
- x) perform such other duties as may be prescribed by the Principal or by the administration of the Kalakshetra Foundation

10. REGISTRAR

Overall supervision of administration of RDCFA under the guidance and orders of Director and Principal. The broad works will be:

- (i) Supervision and monitoring the works of subordinate staff.
- (ii) Monitoring attendance and punctuality of staff and faculty.
- (iii) Monitoring attendance of students and notifying parents of long absence
- (iv) Arranging, coordinating staff meeting of the College and preparation of minutes
- (v) Ensuring necessary arrangements for workshops, lecture demonstrations and mentorship programmes
- (vi) All examination related works such as issue of circulars, examination schedule, question paper setting, answer script collection, mark-list preparation, student performance and report card maintenance.
- (vii) Issuing no dues certificates to students before examination, hall ticket issue, arrangement of external examiners, processing for payment, monitoring Theatre Examination activity, etc.
- (viii) Convocation preparation, printed mark list preparation, issuing of Diploma/Post Diploma certificate.
- (ix) Any other work as may be assigned by Director and Principal from time to time.

11. COSTUME ASST.GRADE I/GRADE II

- i) Processing of files for purchase of costumes for dance-dramas
- ii) Proper storage/maintenance of costumes purchased
- iii) Stitching of costumes as per the requirements of dance-dramas
- iv) Purchase of jewelry as per the requirement of dance-dramas and its maintenance
- v) To handle costumes for stage performances
- vi) To maintain inventory of consume, jewelry items and stage property
- vii) Carrying out periodical stock verification
- viii) Submission of stock register once in a quarter to the Director

12. INSTRUMENT MECHANIC

- i) Repairing/ renovating damaged or worn out instruments
- ii) Restoring period instruments
- iii) Working with different materials like wood, metal, leather, plastic and fiberglass depending on the instrument
- iv) Usage of all kind of hand tools
- v) Applying finishing techniques like polishing and varnishing
- vi) Replacing damaged parts
- vii) Tuning instruments to make sure that they produce desired sound;
- viii) To ensure that the instruments are tuned properly before each and every performance of the Foundation.

13. LIBRARIAN/ LIBRARY ASSISTANT

- (i) Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems.
- (ii) Search standard reference materials, including on-line sources and the Internet, in order to answer faculty/ students reference questions;
- (iii) Analyze faculty/ students requests to determine needed information, and assist in furnishing or locating that information.
- (iv) Help faculty/ students to search for information using databases.
- (v) Check books in and out of the library.
- (vi) Direct and train Library Assistant in duties such as receiving, shelving, researching, cataloging, and equipment use.
- (vii) Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
- (viii) Develop library policies and procedures.
- (ix) Evaluate materials to determine outdated or unused items to be discarded.

- (x) Compile lists of books, periodicals, articles, and audiovisual materials on particular topics.
- (xi) Assemble and arrange display materials.
- (xii) Compile lists of overdue materials, and notify borrowers that their materials are overdue.
- (xiii) Design information storage and retrieval systems, and develop procedures for collecting, organizing, interpreting, and classifying information.
- (xiv) Develop and index databases that provide information for library users.
- (xv) Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as rare books, genealogy, music or dance.

BESANT ARUNDALE SENIOR SECONDARY SCHOOL

1. PRINCIPAL

- (i) Head of the School/Principal will be the ex-officio. Honorary Secretary of the School Managing Committee.
- (ii) Will function as, the Head of the office of the school under his charge and carry out all administrative duties required of a head of office.
- (iii) Be the drawing and disbursing officer for the employees of the school except that in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.
- (iv) Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.
- (v) Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/Board.
- (vi) Make all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment.
- (vii) Ensure that the tuition fees, as levied, are realized and appropriately accounted for and duly appropriated for the purpose for which they were levied.
- (viii) Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.
- (ix) Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
- (x) Be responsible for proper utilization of the Pupils Fund.
- (xi) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture,

office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.

- (xii) Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- (xiii) Be in-charge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government /Board from time to time; and he shall discharge these duties in consultation with his colleagues.
- (xiv) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.
- (xv) Help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for in-service education.
- (xvi) Promote the initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound.
- (xvii) Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- (xviii) Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.
- (xix) Arrange for informal and non-class room teaching.
- (xx) Plan and specify a regular time-table for the scrutiny of pupil's written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- (xxi) Make necessary arrangement for organizing special instructions for the pupils according to their needs.
- (xxii) Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.
- (xxiii) Develop and organize the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- (xxiv) Send regularly the progress reports of the students to their parents or guardians.
- (xxv) Promote the physical wellbeing of the pupil, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- (xxvi) Devote at least twelve periods in a week to teaching of the pupils.
- (xxvii) Any other duties as assigned by the Administration of the Foundation

2. DUTIES OF TEACHERS (PGT, TGT, SGT)

- (i) maintain regularity and punctuality in attending school;
- (ii) complete entire curriculum within the specified time;
- (iii) assess the learning quality of each child and accordingly supplement additional instructions, if any, as required;
- (iv) hold regular meetings with parents and guardians and apprise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child; and
- (v) perform such other duties as may be prescribed by the Principal or by the administration of the Kalakshetra Foundation

3. **LAB ATTENDANT**

- (i) To assist teachers in conducting practical and experiments;
- (ii) To maintain stock register and register of consumable materials and to undertake physical stock verification of laboratory materials periodically;
- (iii) To ensure proper cleanliness in the laboratory;
- (iv) To record and report breakage/losses caused by the students in the laboratory;
- (v) To ensure that all the cupboards, doors, windows and gates are properly closed by the lab attendants at the end of the working day;
- (vi) To properly label and execute the disposal of chemical and biological waste;
- (vii) Assist the department in obtaining addresses of suppliers and vendors
- (viii) Duties include mopping, sweeping and wiping down equipment
- (ix) Assist the students in fixing minor problems during practical
- (x) Any other works assigned from time to time

4. **Librarian/ Library Attendant**

- (i) Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems.
- (ii) Search standard reference materials, including on-line sources and the Internet, in order to answer faculty/ students reference questions;
- (iii) Analyze faculty/ students requests to determine needed information, and assist in furnishing or locating that information.
- (iv) Help faculty/ students to search for information using databases.
- (v) Check books in and out of the library.
- (vi) Direct and train Library Assistant in duties such as receiving, shelving, researching, cataloging, and equipment use.
- (vii) Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.

- (viii) Develop library policies and procedures.
- (ix) Evaluate materials to determine outdated or unused items to be discarded.
- (x) Compile lists of books, periodicals, articles, and audiovisual materials on particular topics.
- (xi) Assemble and arrange display materials.
- (xii) Compile lists of overdue materials, and notify borrowers that their materials are overdue.
- (xiii) Design information storage and retrieval systems, and develop procedures for collecting, organizing, interpreting, and classifying information.
- (xiv) Develop and index databases that provide information for library users.
- (xv) Collect and organize books, pamphlets, manuscripts, and other materials in specific fields.

Craft Education and Research Centre

1. MANAGER

- (ii) Overall supervision of the Weaving and Kalamkari Unit.
- (iii) Monitoring of stock records of Kalamkari and Weaving Department.
- (iv) Costing for the finished goods and degummed & dyed silk and cotton yarn and Kalamkari products
- (v) Organizing events in connection with CERC
- (vi) Arranging training for weavers
- (vii) Organising Textile Advisory Committee meetings
- (viii) Entering of receipts vouchers in the computer in tally software
- (ix) Doing the BRs
- (x) Letter correspondence

2. FOREMAN

- (i) Daily issuing raw material to the weavers for production of materials.
- (ii) Setting the loom to the weavers.
- (iii) Dyeing of silk yarn.
- (iv) Helping the weavers for warping the cotton yarn.
- (v) Doing the jacquard card design for weaving the sari.
- (vi) Warping the silk zari for silk sari of pattu design.
- (vii) Doing the graph for sari design.

3. SUPERVISOR

- (xi) To provide designs to the printers;
- (xii) Issue of raw materials and receiving the finished goods;
- (xiii) In charge of Show room and overall supervision of the printing of natural dyes;
- (xiv) To supervise the skilled and semi-skilled workers of the unit.

4. SKILLED WORKER / SEMI-SKILLED WORKER

(THE WORKS ARE VARIED AND DISTRIBUTED AMONG THE WORKERS)

- (i) Removing starch from the unbleached fabrics.
- (ii) After bleaching the fabric, dipping in the myrobalan & milk and putting in the sunlight for drying.
- (iii) Hand painting on the fabric.
- (iv) Washing the fabric after hand painting.
- (v) Boiling the hand painted fabric with the ingredient of natural dyes.
- (vi) Removing the excess colour with soap washing again.
- (vii) After the above process drying the fabric in sunlight.
- (viii) Ironing work
- (ix) Removing excess myrobalan from the printing fabrics.
- (x) Fixing the cloth on the table.
- (xi) Preparation of colours for printing.
- (xii) Selecting the wooden blocks from the storeroom for printing.
- (xiii) Preparing the colour tray for printing.
- (xiv) Making the small made up articles.
- (xv) Raising the sale bill to the customers.
- (xvi) Looking after the daily sale at the showroom.
- (xvii) Maintaining the stock register for raw material and finished goods.
- (xviii) Maintaining the daily work note book.
- (xix) Looking the stall sales during the festival, bazaar etc.
- (xx) In the absence of manager attending the phone calls.

1. **SUPERINTENDENT HOSTEL**

- (i) In charge of all the Hostel blocks.
- (ii) Taking care of students round the clock.
- (iii) Supervising the staff viz. Cooks, Asst. Cooks, House Mothers, House Maids
- (iv) Assigning day to day duties to staff and over all running and maintenance of the hostel
- (v) Helping in deciding the menu on a daily basis and also when guests / VIPs stay in the campus
- (vi) Organizing and planning things are the part of the job
- (vii) Taking sick students to the hospital / doctors
- (viii) On administrative side – processing notes for payments and repairs
- (ix) Processing monthly bills regarding provisions, milk etc.
- (x) Maintenance of imprest cash
- (xi) In charge of Store.
- (xii) Taking stock on weekly basis.
- (xiii) Writing menu and ordering of vegetables.
- (xiv) Organizing bajans on Fridays.
- (xv) Supervising the work at kitchen and House Maids.
- (xvi) Taking sick students to hospital / doctors.
- (xvii) Helping in serving food items during lunch / evening snacks / dinner
- (xviii) Handling imprest cash and maintaining accounts for the same.

2. **STORE KEEPER**

- (xv) Procurement of provisions
- (xvi) Maintenance of accounts for approximately Rs60 Lakh worth of procurement per annum
- (xvii) Maintenance of stock book for provisions and supply of provisions and vegetable to Cooks on daily basis according to the menu.
- (xviii) To ensure the physical quantity of goods received and dispatched.
- (xix) Verification of goods arrived as per the agreed purchase, delivery note and agreed quantity has been received;
- (xx) To maintain accurate inventory.
- (xxi) Update the requirement of stores to the Management well in advance'
- (xxii) Coordinating with the Hostel Superintendent for purchase of Hostel items, provisions, vegetable other requirements;
- (xxiii) Making arrangements for repairs of equipment and utensils in kitchen.

3. **HOUSE MOTHER**

- (i) In charge of individual Hostel blocks assigned.
- (ii) Taking care of students round the clock.
- (iii) Supervising the daily routine of children and helping them in studies when needed and also in dressing small children
- (iv) Serving of food items in dining hall / Taking sick students to the hospital / doctors
- (v) Accompanying the students in purchasing essential things
- (vi) Writing menu on the block board for the cooks to follow on a daily basis / Maintenance of stock book for provisions / Helping in admin. Work in the office
- (vii) In charge of Manasvini Hostel.
- (viii) Taking care of students round the clock.
- (ix) Supervising the House maids and looking in to the cleanliness and maintenance of the hostel
- (x) Taking sick students to the hospital / doctors
- (xi) Serving in the dining hall and supervising the dining area and kitchens

4. **COOK**

- (i) To ascertain quantum of vegetables, provisions etc., for the preparation of food items
- (ii) Preparation of breakfast, lunch, dinner in the hostel in a rotating shift system to cater to the needs of hostel inmates, guests, VIPs etc.,
- (iii) Preparation of special meals, VIP menus etc., for the Governing Board, Finance Committee meetings and serving the same to the respectful Members / Guests with all banquet formalities.
- (iv) For safety and security reasons, periodically checks Grinders, boilers etc.,

5. **ASSISTANT COOK**

- (i) Vegetable cutting, washing the cooking rice, boiling, to make ready precooking items, washing the boilers, grinders etc.
- (ii) Cleaning the equipment and serving the food
- (iii) To assist in the preparation of food items for Breakfast, Lunch, dinner, special lunch for students, guests, visitors, VIPs etc.,
- (iv) Work involves vegetable cutting, washing the cooking rice, boiling, to make ready precooking items, washing the boilers, grinders etc. Cleaning the equipments and serving the food
- (v) To assist in the preparation of food items for Breakfast, Lunch, dinner, special lunch for students, guests, visitors, VIPs etc.,
- (vi) Vegetable cutting, washing the cooking rice, boiling, to make ready precooking items, washing the boilers, grinders etc. Cleaning the equipment and serving the food

- (vii) To assist in the preparation of food items for Breakfast, Lunch, dinner, special lunch for students, guests, visitors, VIPs etc.,

6. **HOUSE MAID**

- (i) Sweeping, swabbing the hostel areas
- (ii) Emptying the garbage from the hostel
- (iii) Cleaning bath rooms, toilets etc.
- (iv) Cleaning the surrounding areas of the hostel
- (v) Cleaning of utensils and plates
- (vi) Sweeping / cleaning of dining halls
- (vii) Cleaning of toilets / drains and keep spic and span the hostel area
- (viii) Attending to Guests in Upasika VIP Guest house.
- (ix) Taking food items to guest house from hostel.
- (x) Cleaning, making bed and serving the guests staying there.
- (xi) Arranging drinking water in dining hall. Washing utensils, plates, tumblers etc., after every meal.
- (xii) Sweeping and swabbing of kitchen, dining halls and also surrounding areas
- (xiii) Emptying the garbage in to the garbage bins
- (xiv) Arranging plates in the dining hall after washing
- (xv) Arranging to keep the drinking water in the dining hall