

**ROURKELA LAW COLLEGE,**  
**ROURKELA**

**ROLES & RESPONSIBILITIES OF ACCOUNTS BURSAR**

1. The Bursar is responsible for overall Accounts in the institution. He/She will report to the Principal of the College.
  - (i) Responsible for the efficient functioning of the College's Accounts Department and management of related functions.
  - (ii) Monitoring all income and expenditure statements related to college budget.
  - (iii) Ensure timely raising of students' fee bills.
  - (iv) Communicating with parents with respect to Fee Bills.
  - (v) Collating budgetary requirements of all teaching/ non-teaching departments, monitoring committed expenditures as per approved budget, keeping budget holders informed of their balances and ensure timely submission of bills.

  
**PRINCIPAL**  
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### ROLES AND RESPONSIBILITIES OF ASSISTANT LIBRARIAN

1. Manage checking-in ,checking- out and circulation of library materials .
2. Perform patron registration and transaction activities.
3. Process new books, maintain circulation records and make reserve on requested books.
4. Manage library data and reports utilizing library software system.
5. Assist staffs in collecting,cataloging,preparing and organizing library materials according to established policies.
6. Assists readers in finding books and help students and faculties in research problems and references questions.
7. Address administrative issues like collecting fines and managing reservations.
8. Maintain library clean, safe and organized.
9. To develop programme of library management for improving the efficiency of the library.
10. Perform routine maintenances of library equipment including computers,printers and photocopiers.
11. Manage library inventory ,perform stock checks and prepare item list for removal,relocation and binding.
12. Manage serial collection and acquisition of new library materials.

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### ROLES & RESPONSIBILITIES OF CASHIER

- \* Maintain transactions with Student's Daily collections Register.
- \* All payments in cash mode should be approved through Account Bursar.
- \* Cashier is responsible for any refund & credits of Cash/Cheque/D.D in Bank Accounts.
- \* May be required to assist in other areas such as maintenance of Stock Book and office Stationary Register.
- \* Track transactions on balance sheets and on Audit Report.
- \* Maintain accurate record of transaction of tuition fee and reflect it in Demand Register.
- \* Provide abstract of annual collection of the tuition fee to the Accountant.
- \* Purchase of any amount is to be maintained with official formalities before final approval by the Principal.

## **ROURKELA LAW COLLEGE, ROURKELA**

### **ROLES & RESPONSIBILITIES OF HEAD CLERK**

1. Perform clerical duties including assist in monthly account reconciliations for capital projects.
2. Must be highly proficient in MS Office including Word & Excel proficiency in Access is also desirable.
3. Assist in the flow of work relating to the public bidding process including responding to phone inquiries, maintaining files for all records proof all purchase orders and invoices within the procurement regulations.
4. Manage all incoming and outgoing correspondence sorting and proper distributions of the mail.
5. Ability to established and maintain effective working relationship with employees, supervisors etc.
6. Provide technical support and feedback to all staff and maintain knowledge on all staff strength in the college.
7. Maintain inventory of all stocks within budget and ensure adherence to all health and safety regulations.
8. Organized and maintained current clinical protocols.
9. Assist the other clerks' and answering phones and accomplishing daily duties.
10. Maintain files up to date and filling them.



(xxv) He should see and ensure that no impersonation will be made by any examinees in the examination in case of any suspicion report to the COE in separate sheet.

(xxvi) He should sent an office staff connected with confidential work, to collect balance unused answer scripts and question paper from all examination hall/rooms just after 30 minutes of beginning of the examination and get signed a register, maintained to this effect from the senior invigilator of each room. The register shall be prepared as per prescribed form.

(xxvii) He should see that when the examination is over all answer books must be collected immediately by the invigilator and no candidate is allowed to leave the examination hall without handing over the answer book.

(xxviii) He should see that all exit of the examination room except one should be closed 10 minutes before the examination is over and the invigilator should take care that no candidate leaves the examination room without handing over the answer book.

(xxix) He should see that immediately after the examination is over the answer script be collected and arranged serially according to Roll number as shown in the attendance sheet.

(xxx) He should see that the answer book packets, attendance sheet of the examinees, seat chart of each examination hall showing present and absent of examinees, Memo forms in the prescribed form will be submitted to him on the same day after the examination is over.

(xxxi) He should see that in case of unfair means cases reported, the answer scripts shall be submitted to the Controller of Examinations separately in the sealed cover along with report in the prescribed Form along with incriminating materials.

  
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**ROLES & RESPONSIBILITIES OF EXAMINATION IN-CHARGE**

**CONDUCT OF EXAMINATIONS**

(i) There shall be a Center Superintendent and a Deputy Centre Superintendent (if required) who will be appointed by the Controller of Examinations with approval of Vice Chancellor.

Ordinarily the HOD/Principal of the concerned Department/College/Institute and any senior most teachers of that Department/College/ Institute having 5 years' teaching experience in the degree level shall be appointed as Center Superintendent/ Deputy Centre Superintendent to conduct the university end-term examination. The Center Superintendent is the key person and trustee in the conduct of examinations and responsible for all the records and documents in connection with the examinations. They shall furnish a certificate that their near relation are not appearing in the respective examination in the prescribed form and conduct the examination smoothly and peacefully.

The term "near relation" includes "Father, Mother, Brother, Sister, Wife, Husband, Son, daughter, Son's / Daughter's Son, Uncle (Mother's Brother), Maternal Uncle's Son and Daughter, Paternal Uncle's Son and Daughter, Paternal Uncle's Wife, Father's Sister's son and daughter, Mother's Sister's Husband, Mother's Sister's Son and Daughter, Son-in-law (Daughter's Husband, Brother's Daughter's Husband, Sister's Daughter's Husband )Daughter-in-law (Son's Wife, Brother's Son's Wife, Sister's Son's Wife), Brother-in-law(Wife's Brother's Sister's Husband), Sister-in-law, Brother's Wife's Sister and Wife's Sister's Husband".

(ii) There shall be additional Deputy Superintendent above strength of 500 candidates.

(iii) The office of the Controller of Examinations shall make sealed packet of question papers according to the number of examinees rounded to the next multiple of 10 plus 5/10 extra questions for use in case of defect printing if any for all centres.



(xvi) He should see that the invigilator should see that the examinees occupy their allotted seats in the room under their control and the examinees do not possess any books, notes or any other papers.

(xvii) He should see that the main blank answer books shall be distributed to the examinees in the examination hall 10 minutes before commencement of the examination. No additional answer sheet shall be supplied to the examinee. They have to answer all questions in the main answer script only.

(xviii) He should see that the question paper shall be distributed to the examinees in the examination hall sharp at the beginning of the examination.

(xix) He should see that the invigilator should put full signature on the space provided on the answer book in token of having verified the correctness of entries made by the examinees on the title page of the answer books.

(xx) He should see that no candidate shall be allowed to enter in to the examination hall 30 minutes after commencement of the examination.

(xxi) He should see that no candidate shall be allowed to leave examination hall before one hour 30 minute from the starting of the examination. But the examinee shall be permitted to go out by the call of the nature not earlier than one hour from the commencement of the examination. But the examinees should not be allowed to go with question paper, pen etc. to the toilet. In no case more than one examinee will be allowed to go to the toilet at a time. Such temporary absent of the examinee be recorded in the prescribed form by the invigilator.

(xxii) He should ensure that mobile phone and any other electronic instrument/gadget is strictly prohibited inside the examination hall.

(xxiii) He should see that a candidate can go to toilet maximum twice during a sitting of examination.

(xxiv) He should see that the invigilator should verify the identity of the examinees under their charge by tallying their signature on the attendance sheet with that of admit cards. They should not sit in a place and go round the examination hall/room frequently during examination hour and to ensure non-adoption of any unfair means by the examinees.

(iv) The question paper shall be packed in sealed covers containing 50,20,10 and 5 questions in a outer cover containing those inner covers as per number of examinees with a statement of subject/paper, name of the examination , number of questions in the packet, date, time, of examination and name of the examination center.

(v) The question packet of a paper/subject shall be opened by the Center Superintendent on the very day before half an hour of the commencement of the examination of respective paper/Subject in presence of the H.O.D./Principal (if the Centre Superintendent is other than the H.O.D./Principal) and one of the Invigilators and Section Officer of the Examination Cell who will witness that the sealed packet was intact without any breakage and all of them will put their signatures on the Question Packet(s) and shall mention the date and time of opening the packet.

#### **DUTIES AND FUNCTIONS OF CENTRE SUPERINTENDENT**

(i) At the time of receipt of question paper packet the Centre Superintendent will verify the number of student's, subject, paper, date and time of examination mentioned on the outer cover in order to ensure the correctness of the question paper packets as per examination programme and sort out the same date wise and sitting wise according to the examination programme and keep the same in the locker of steel almirah in his safe custody.

(ii) Before opening of the question paper packets he should show the seals of the packets to the HOD/Principal (if he is not the centre superintendent) invigilators and section officer of the Examination Cell present in the office of the superintendent, in order to be sure that the seals of the packet are intact and he will furnish a certificate to this effect with the signature of those invigilators as witness in each seating.

(iii) In no case he will break the seals of the question paper packets. He will open the sealed packets by cutting one side of the packets in the presence of the invigilators before 30 minutes of the commencement of the examination of concerned paper.

(iv) He must keep the account of the question paper for verification of the Controller of Examinations as and when required or for the inspection of flying squad.

(v) He should see that the blank main answer book shall be kept in a safe place under lock and key and the Centre Superintendent must maintain the accounts of the same for verification by the Controller of Examinations as and when required.



(vi) He should see that serial number of main answer books supplied to the examinees during the examination shall be recorded against each Roll No. of the attendance sheet in prescribed Form which shall be signed by each examinee and countersigned by the invigilator and the same shall be submitted to the Centre Superintendent.

(vii) He must ensure that blank main answer books will be distributed to the examinees 10 minutes before the commencement of the examination.

(viii) He should see the sitting arrangement is completed one day before the commencement of the examination. The gap between two examinees and also between two rows should be minimum 3 feet.

(ix) He should see that the sitting arrangement be made serially according to the Roll number.

(x) He should see the Roll number of eligible students must be pasted on the respective desk serially in the examination hall according to sitting arrangement.

(xi) He should see that for every 30 examinees there will be an invigilator and for every 90 examinees there will be a reliever. They should be advised to move around in the examination hall under their control during examination hours.

(xii) He should see that the door of the examination hall be opened half an hour before the commencement of the examination on the first day and before 15 minutes on the subsequent days.

(xiii) He should see that the invigilators and other staff, duly authorized by him, only will enter the examination campus and no outsider shall be allowed to enter the examination campus during the time of examination. The non-examinee students of the college shall be treated as outsiders for this purpose.

(xiv) He should see that entry of the examinees to the examination campus having Admit Cards only shall be through one gate after thorough checking by the invigilators posted on duty at the gate.

(xv) He should see that the invigilator should report at the examination center 30 minute before the commencement of the examination and will receive the blank answer scripts, questions papers and other documents of their allotted examination room from him which shall be issued along with a chart in the prescribed Form.