



**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

Dated Lahore, the 1st November, 2012

A.D.P.I (C)
Dir: (Admin)
Dir: (Women)
Dir: (PSD)
Dir: (General)
AD (Confdt)

NOTIFICATION

NO.SO(A-II) 1-63/2010. In continuation of this Department's letter of even No. dated 2nd November, 2010 & 13th December, 2011. The Secretary, Government of Punjab, Higher Education Department, has been pleased to approve the Academic Calendar and Lesson Plans as well as the job description to be carried out by the teaching staff for Inter and Degree Classes, excluding 4 years BS program Government Colleges for effective and regular curricular and Co-curricular activities. This shall be followed by the College administration in letter and spirit. Academic Calendar mainly contains as follows:

- i. The duration of period will be 50 minutes.
- ii. Four monthly tests in the month of October, January, February and May.
- iii. Midterm and Send-up examinations in the month of December and March.
- iv. Two parents – teachers meeting in the month of January and April.
- v. Schedule of declaration of results.
- vi. Issuance of drop-list after declaration of results of Send-up exams in the month of March.
- vii. Schedule of annual sports and co-curricular activities.
- viii. Schedule for winter break and holidays.

2. Academic Calendar shall be implemented by the college administration with effect from September 2012.

Dated, Lahore, the
1st November, 2012

**SECRETARY
HIGHER EDUCATION DEPARTMENT**

No. DATE EVEN

A copy is forwarded for information and necessary action:-

- ✓ 1. The Director Public Instructions (Colleges), Punjab, Lahore with the request to circulate the same to lower formation for information.
2. All Directors of Education (Colleges) in the Punjab.
3. All District Education Officers (Colleges) in the Punjab.
4. All Principals of Government (Male/Female) Colleges in the Punjab.
5. P.S to Secretary, Higher Education Department.
6. Office order file.

Sumerat
SECTION OFFICER (A-II)

JOB DESCRIPTION OF PRINCIPAL

1. Proper utilization of grants in time, purchased from student's funds, dealing with all kind of financial matters strictly according to the rules and regulations of the Govt. of the Punjab.
2. Random physical checking of college and class room activities daily.
3. Preparation of development schemes for up-gradation and other facilities.
4. Monitoring at each step and being will informed about the projects / schemes carried out by the executing agencies.
5. Submission of SNE's.
6. Submission of dak / reports to the concerned authorities.
7. Management and supervision of all the administrative tasks related to staff management and welfare of students.
8. Having cordial relationship with the employees and public.
9. He should ensure that the security measures taken in the college are foolproof.
10. He should check all stock registers, Accounts register and cash Books pertaining to Govt. and college Accounts.
11. To maintain the academic atmosphere in the college.
12. To maintain internal examination system.
13. To protect the college from interference of so called students leaders / foreign elements.
14. Must take normal classes per schedule.
15. Check the maintenance of the college building and property i.e. furniture and other property of the college.
16. Check the performance of ministerial and miscellaneous staff.
17. Ensure the attendance of all staff and students.
18. Implementation of Govt. policies / orders.
19. Ensure regular conduct of classes.

20. Ensure regular conduct of co-curricular extra curriculum activities.
21. Should devise effective monitoring and accountability mechanism of staff.
22. There should be a Principal's Complaint Cell.
23. Arrange Inter-Colleges competitions.

JOB DESCRIPTION OF VICE PRINCIPAL

1. Checking of student attendance registers of all head of departments.
2. Academic Feed back through students interactions.
3. To assist principal in office.
4. Practical counseling and guidance to teachers regarding student's problems and their professional development.
5. Routing official duties such as issuing character certificate, hope certificate and other certification matters.
6. Monitor the Academic activities of the department.
7. Oversee the routine vigilance, inspection duties to ensure that the classes are attended by the staff and students.
8. Manage all public relations related activities.
9. Act as disciplinarian to ensure that all college policies and procedures are adhered to by both students and staff.
10. Act as a support system fro the principal and assist in implementing strategic plans that promote college development.
11. Serve as a member of the college council.
12. Conduct random check on class rooms to ensure mode and methods of instructions are aligned and teachers are well prepared and are managing the classroom according to the college standards.
13. Ensure clean and safe environment within the college premises.
14. Supervise the assistance of needy students through Red Cross and Welfare fund.
15. Parents-teachers meeting should be conducted under the guidance and supervision of the vice principal.
16. Check the working of all the societies / committees.
17. Arrange proper counseling fro the students especially at the time of admission to select the right future.
18. To observe the punctuality both by the teaching and no teaching staff.

19. Round of all the department of the colleges and bring any irregularity to the notice of the principal for rectification.
20. Member purchase committee.
21. To assist the Principal regarding all the official matters.
22. To assist the Principal regarding all the official matters.

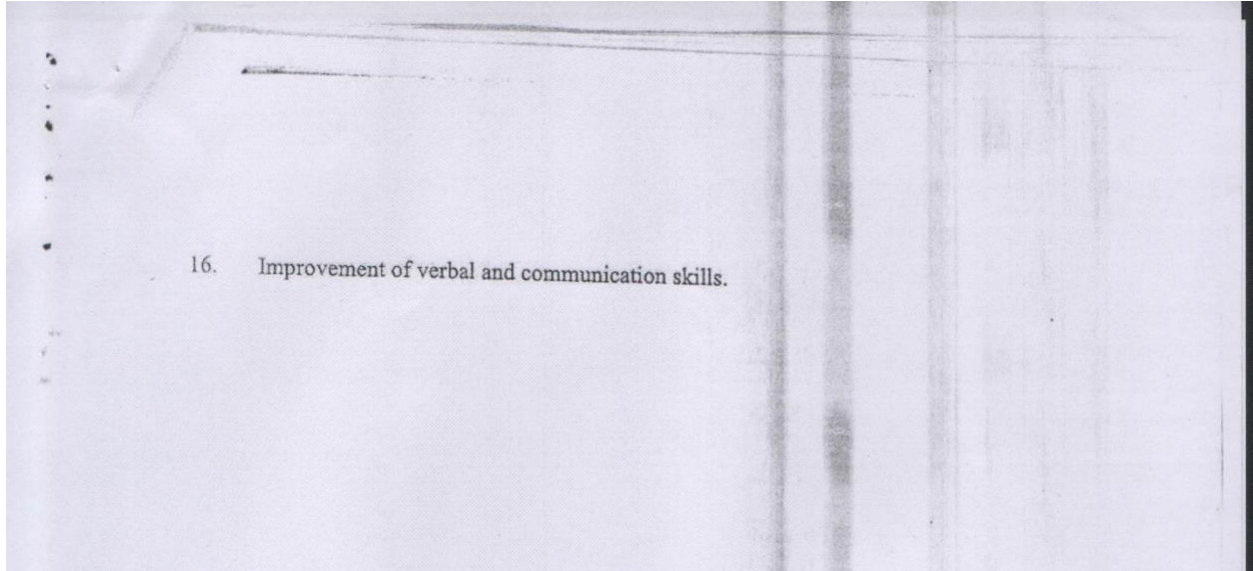
JOB DESCRIPTION OF HEAD OF DEPARTMENT

1. To look after the affairs of department.
2. To monitor proper functioning of classes.
3. To ensure the conduct of the test on monthly basis.
4. To submit report on weekly / monthly basis about students / teacher progress.
5. To ensure the presence of teachers besides teaching work when required.
6. To ensure co-curricular activities regarding their respective departments.
7. To work as liaison officer between staff and administration.
8. To send the attendance of the students on monthly basis.
9. Ensure compliance of time table according to Academic Calendar.
10. Checking of student's attendance register of their department at the end of month.
11. Assurance of regularity and punctuality of the staff.
12. Promotion of Co-curricular activities within their department.
13. Arrangement of substitute teacher during leave period of teacher of their respective department.
14. Guidance and supervision of paper setting their subject for term test / December test etc.
15. Random checking of the marking of December tests / term tests of different teachers.
16. Collecting students absentees list from faculty members to fine of strike off from the roll according to the rules and submit the list to the office/ examination department.
17. Provide proper facilitation in the concerned laboratories in Libraries.
18. To make sure all facilities available in the department in working order (Audio-visual aid, lab equipments, reading material in soft or hard copy).
19. Counseling of students.
20. To maintain the stock register if applicable.
21. Ensure that all the teachers have submitted the lecture shortage statements by 5th of the month.
22. The teachers have conducted the monthly tests according to schedule besides the results are submitted to the head within three days of the conduct of examination.
23. Arrange domain / subject related seminars for teachers / students.
24. Distributing the academic task / work load according to time table to the faculty members of their relevant department.

25. Supervising the class room teaching according to the assigned time table and ensure regularity and punctuality.
26. To maintain a complete record of syllabus and submit a weekly report of topics covered by each teacher to Vice Principal.
27. Checking the attendance register of each class / section of monthly basis duly verifying the attendance position of the students.
28. Maintenance the record of internal house examination and class room test.
29. To arrange parents teacher meeting after 2 months of continuous study period and at least 2 weeks before the December tests, so that the parents are well and timely informed of the academic performance of their children.
30. Surprise visits of classes.
31. Should float teacher's evaluation performance among students.

JOB DESCRIPTION OF COLLEGE TEACHERS

1. To conduct the monthly test.
2. To maintain the attendance register regarding
 - Breakup of the syllabus
 - Attendance report (Present + Absent)
 - Monthly rest report.
3. To guide the students regarding difficulty in academic matters in the class and after the class also.
4. Motivate the students to take part co-curriculum activities.
5. Ensure full cooperation with the administration regarding Department.
6. Whenever required counseling to the students and contact with the parents will be ensured.
7. To perform all the duties assigned by the Principal according to the assignment scroll, with the spirit and full devotion.
8. Should available on campus to solve the curriculum difficulties of the students in their free periods.
9. To conduct tutorials that proves to be really educative and improve the personality the confidence of students.
10. To be aware of the books and other material, relevant to their subject available in the library so that they can update their knowledge and guide the students properly.
11. Checking of monthly tests, December tests, making award list and performing other related duties.
12. To attend all types of refresher courses of their respective subjects, whenever offered.
13. Should be well equipped with every kind of up to date knowledge, information of their subject and current affairs.
14. Give assignment that may encourage their individual interest / group assignments.
15. Should use relevant modern teaching techniques for the Lecture.



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DATED 25-04-2014**

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