

## CHAPTER - V

# **ORGANISATIONS & MANAGEMENT**

## **CHAPTER - V**

### **ORGANISATION AND MANAGEMENT**

- 5.1 Introduction
- 5.2 Meaning of Organisation & Management.
- 5.3 Management of Janta Shikshan Sanshta.
  - 5.3.1 Duties & Responsibilities of members of Governing body.
- 5.4 Management of teaching staff.
- 5.5 Management of non-teaching staff.
  - 5.5.1 Duties & Responsibilities of non-teaching staff.
- 5.6 Employee`s (working staff) of Mahavidyalaya.

## **CHAPTER - V**

### **ORGANISATION AND MANAGEMENT**

#### **5.1 INTRODUCTION :-**

Organisations are found in all walks of life. Factories, shops, government offices, banks, schools, hospitals, political parties and colleges all find it necessary to build organisations to carry on their activities. An organisation is a group of persons who wish to achieve common objectives through their joint efforts. An organisation is not formed the moment a number of persons come together in a group. Formation of an organisation requires the creation of certain specific interrelationships among the group members and the performance of work in a systematic, rule-bound fashion.

The term 'Management' has several meanings, depending on context and purpose. Almost everyone has opinions about what management is. As a result there is no definition of management on which everyone agrees. But generally it may be possible for us to say that management is concerned with human beings whose behavior is highly unpredictable. Next, management is a young, developing discipline, the concepts in which are continually changing.

So management of the educational sector has been widely recommended and accepted as an important role in increasing educational facilities and spreading of education. The success in organisation depends mainly on efficient management.

## **5.2 MEANING OF ORGANISATION & MANAGEMENT :-**

Organisation pervade all the important phases of man’s life. A man is born in organisation (hospitals or clinics,) he is educated in organisation (schcols, colleges and universities) and he works in organisations (office or factories).

In the words of pfiffner and Sherwood, “Organisation is the pattern of ways in which large number of people, too many to have intimate face to face contacts with all others, and engaged in a variety of tasks, relate themselves to each other in conscious, systematic establishment and accomplishment of mutually agreed purpose”.

In the words of Money and Reiley, “Organisation is the form of every human association for the attainment of a common purpose”.

Management is the agency that provides leadership, guidance and control for the achievement of the objective set by administration.

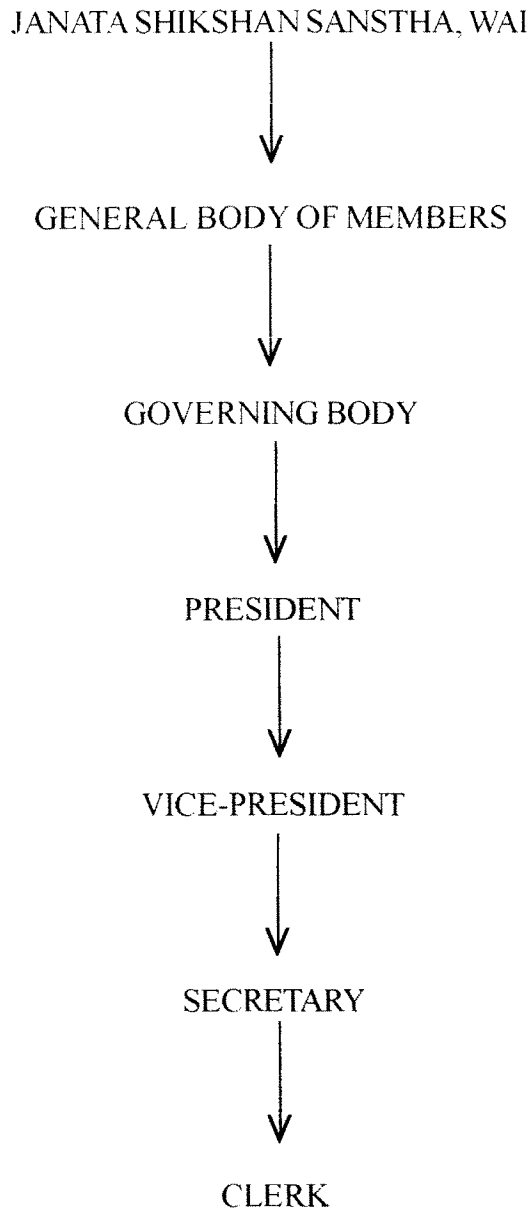
In the words of Henri fayol, “ To manage is to forecast and plan, to organize, to command and to co-ordinate and to control”.

In the words of J. N. Schulze, “Management is the force which leads guides and directs an organisation in the accomplishment of a predetermined object.”

## **5.3 MANAGEMENT OF JANATA SHIKSHAN SANSTHA WAI :-**

The Kisan Veer Mahavidyalaya is managed by the Janata Shikshan Sanstha. The management of Janata Shikshan Sanstha includes all members of governing body, president, vice-president and the secretary.

**5.1 ORGANISATION CHART OF JANATA SHIKSHAN SANSTHA :-**



The General Body of members appoint or elects the directors or governing body. The governing body elects the president, vice-president and secretary of Janata Shikshan Sanstha. The board is responsible for all matters of Sanstha including management and supervision.

President and vice-president are the top officials of the governing body. The board has to take all decisions for Mahavidyalaya's development. Board of directors give the support and guidance to the president and vice-president for taking decisions. Board of directors play the effective and essential role in decision making and management of Mahavidyalaya. The secretary of the Sanstha has to execute the decisions taken by the Governing Body.

### **5.3.1 DUTIES & RESPONSIBILITIES OF MEMBERS OF GOVERNING BODY :-**

As per the bye-laws of Mahavidyalaya, the management council shall be responsible for all decisions in respect of the following matters.

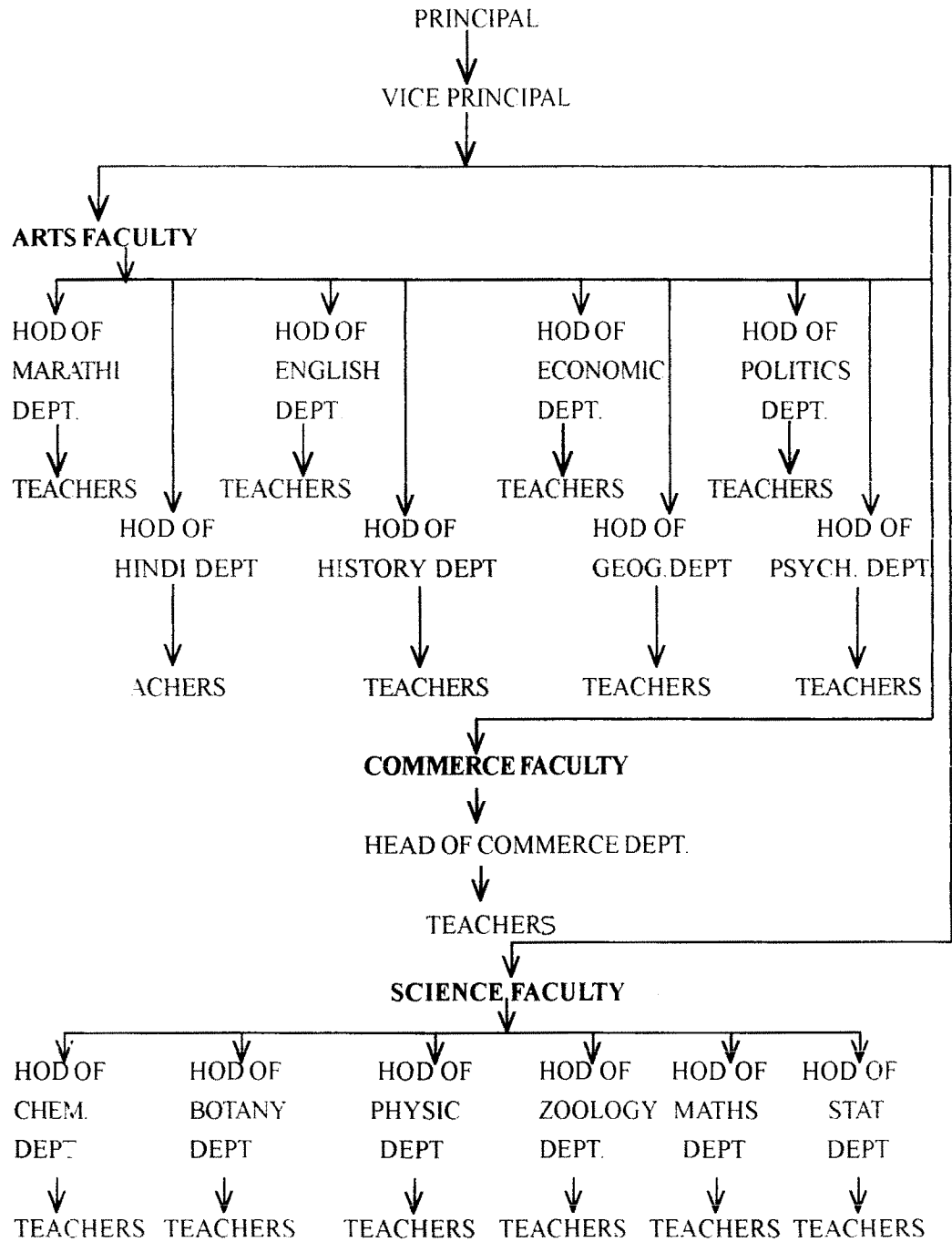
- I) Approving the schemes of expansion, construction of building and other development.
- II) Creating the necessary infrastructure and facilities for teaching and learning.
- III) Appointment of staff for the senior as well as junior college and office.
- IV) To attend the meetings of managing council and general body.
- V) To exercise overall supervision and control.

#### **5.4 MANAGEMENT OF TEACHING STAFF :-**

Teaching staff is the backbone of college. It plays important role in running of college and educational field. They provide knowledge and give maximum time to the students. Teachers are not only teacher's of students but they are guides, friends and advisors also. So teaching staff is important element in educational field.

The teaching staff is supervised and controlled by the principal, vice-principal and head of departments. Principal is a top authority in the working of the college. The vice-principal and the heads of the departments consist the principal in day-to-day working of the college.

**5.2 ORGANISATION CHART FOR ACADEMIC STAFF :-**



The above mentioned chart shows the teaching of Mahavidyalaya. The principal is a head of academic staff. He takes all decisions in respect of



teaching and general management.

The heads of departments are responsible to the Principal for smooth functioning of the department. They have to look after the working of their departments.

The teachers have to work under their heads of the department. The teacher in the department have to follow the teaching schedule and submit various reports to the principal through the heads of the departments.

#### **5.4.1 DUTIES & RESPONSIBILITIES OF TEACHING STAFF:-**

##### **A) PRINCIPAL :-**

The principal is the head of college, who is responsible for the development and smooth running of the college. The principal of college is expected to take care of the available resources of the college and make best use of them. He has to supervise and guide the staff-members and take care of their development and welfare. He has to act as innovator and implement the new ideas and practices in the field.

Naturally, the principal of a college is considered competent and experted to have super skills to handle every odd situation arising. It is the principal of college who is responsible for the smooth running of the college

##### **RESPONSIBILITIES OF PRINCIPAL :-**

Some of the important roles and responsibilities of a principal can be categorized as follows :-

a) Administrative Responsibilities :-

The principal of the college is ‘Administrative Head’ so far the admissions, teaching, examinations and payment of salaries etc. are concerned. Principal’s administrative responsibilities are multi-channeled and the principal is ‘whole time head of the institutions’. The administrative responsibilities of a principal can be divided as follows :-

I) Responsibility as a Planner :-

The principal of a college is overall responsible for planning and also policy making of the institution as well as for the maintenance of records and introduction of innovations. As a good planner, the principal can make the college develop and prosper in every respect.

II) Responsibility as office manager :-

The principal of a college is directly responsible to deal with the government through the Director of Higher Education the university to which the college is affiliated with the local administration, the college managing committee and above all the parents, staff and students. He is supposed to know the rules and regulations. All the records and papers are being kept in his custody. During university examination the principal is made “overall responsible for the safe smooth conduct of the examinations in the college.” Thus, a principal is always supposed to be a efficient office manager in order to become a successful administrator.

III) Responsibility to keep staff-student relations healthy :-

The principal of a college is the key person to work as a bridge between the staff and students of the college. The principal is responsible and authorised to appoint persons for games, N.C.C., N.S.S., etc. in college for conducting the co-curricular activities in the college. The appointments amongst the staff members can play a vital role in the college, so that the discipline of the college may be maintained properly.

IV) Responsibility to conduct University Examinations :-

The principal is made the senior superintendent of examination during the university examinations. He has to appoint the Asst. Supdt. of examination and the navigators to conduct the examinations smoothly and peacefully. This is an extra administrative responsibility of the principal. Which is not easy to fulfill without wide power vested in the principals.

Thus, the administrative responsibilities of a principal are so many, which keep him always busy and worried and hamper his academic interest.

B) ACADEMIC RESPONSIBILITIES OF A PRINCIPAL :-

According to university status, the principal of a college, includes a teacher, meaning thereby the principal of a college is responsible for the development of a college is responsible for the development of Academic Standards of the institution. The principal is supposed to take atleast six periods per week in his subject.

The academic responsibilities of a principal may be divided as under

:-

I) Principal as a teacher :-

Truly speaking, a college is primarily a teacher first. The word ‘principal’ is an adjective to govern the noun, ‘teacher’. Thus, it is, principal teacher who is the head of college. Generally principals engage classes in their colleges, but due to heavy rush of work and out door duties, many principals find themselves unable to engage classes. The government expects and requires a principal to teach atleast six periods per week. The principal is selected for a college where his subject or study is available, so that he may teach the students

II) Motivator and Evaluation of the staff :-

The principal of a college, being the senior most member of the staff, is supposed to be the well wisher and guardian of the staff. His prime duty is to motivate the staff and also the students for the development of educational atmosphere in the college. Activities like N.C.C., N.S.S., Sports, Debates etc., can be organised in the colleges, only when the principal cooperates and motivates the staff members. Principal is to evaluate the performance of the staff and encourage them for better results.

III) Promoter of Co-curricular Activities :-

The college principal are in real terms, responsible for overall de-

velopment of students in the college. Co-curricular activities can not be held in the colleges without active involvement and interest of the principal. University level sports-meet, inter college competitions and other co-curricular activities may only be organised with full support of the principal.

#### IV) Organizer of Academic Programs :-

Seminars, debates, drama-competitions, etc., can be held in the college with the initiative, motivation and active encouragement from the principal. He is the main person to arrange the finances for these programs and to guide the staff and students to organise the functions.

#### C) SOCIAL RESPONSIBILITIES OF A PRINCIPAL :-

The principal is the head of the college, which imparts education to young boys and girls to become the responsible citizens of the country and the wise members of the society. Thus, the principal have social responsibilities to fulfill at their ends for the development of the society.

#### I) Representative of the College :-

The principal is the representative of the college, who represents the government, the university, the management, the staff members and overall the students of the college. Principal is to have contacts with Civil Administration, Social organisations and other agencies for the future and present development of the college.

II) **Bride Building with the society :-**

Many-a-time, there are differences and even clashes between the students of different communities in the college, here the responsibility of college-principal is to bridge the differences and to create an atmosphere of harmony and brotherhood among the students. The college is nothing but an assembly of students from different communities with different backgrounds and differences are natural. Likewise, the principal is to build a bridge between the staff and students also and to create harmony in the teaching and non-teaching staff to run the college smoothly.

III) **Guardian of Staff and Students :-**

The principal is regarded as the natural 'Guardian' in every respect. The staff members work like a family in his guardianship. If a principal fails to take up the responsibility of being the guardian of the staff and students, the overall progress of the college is not possible.

IV) **Resource Facilitator :-**

The principal is solely responsible for selection of non-teaching staff in the college. He is to look after the development of college in every respect, for which financial, physical and human resources are to be procured by the principal. He has to watch the proper utilization of college funds and to create the resources for the progress of the college.

In this way, it is clear that the principal of a college has multichannel

responsibilities to fulfill can a principal do without powers to perform all these duties? Impossible! so that purpose, maximum rights and powers gives to the principal for the better and effective management and organisation.

**B) DUTIES OF TEACHERS :-**

I) A teacher shall devote his time and energies to develop and improve his academic professional competence by taking all opportunities and participate in academic programs such as seminars, orientation courses, In-service programs etc. The management should give the teacher every possible opportunity to do so.

II) A teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, guidance, research, tutorials, etc and will encourage pursuit of learning in his students.

III) A teacher shall faithfully, observe the provisions of the university act, Statutes, Ordinances, Regulations and rules in force as modified from time to time.

IV) A teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the principal / head, shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

V) A teacher shall help the college authorities to enforce and maintain discipline and good habits among the students.

VI) In addition to the duties of teaching and allied activities the teacher shall, when required, attend to extra curricular, co-curricular activities organised by the college and administrative and super-

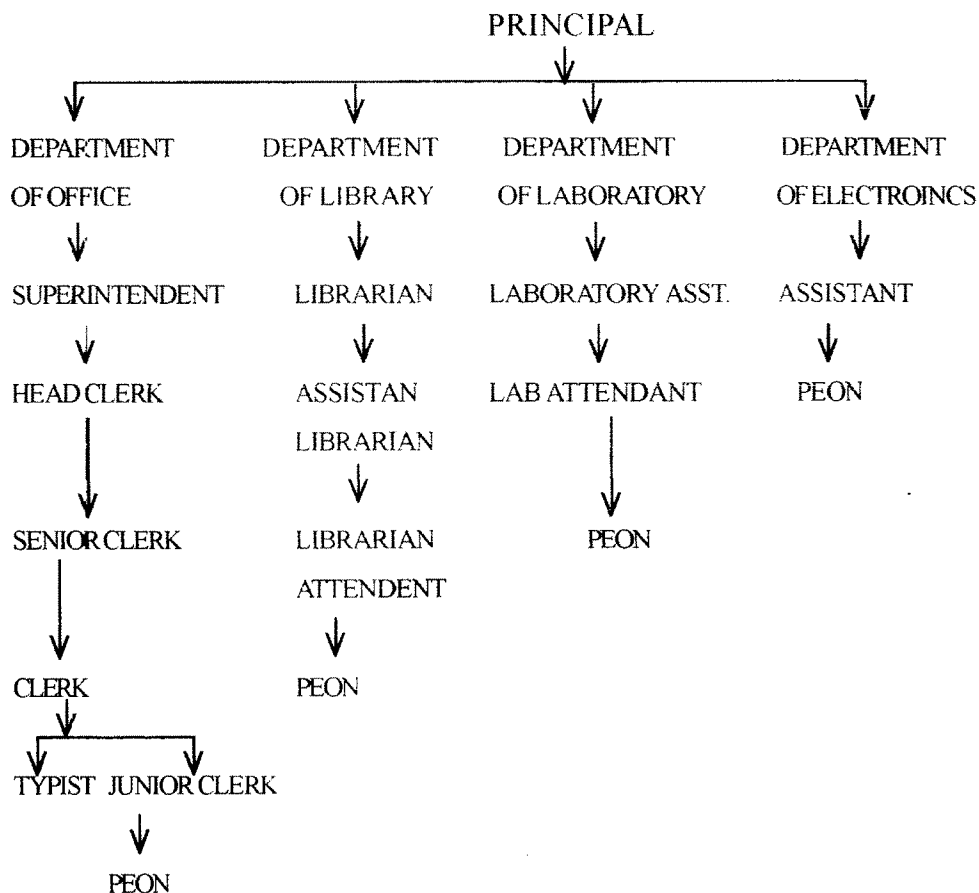
visory work and maintenance of records and assessment reports or any other duties befitting to status of a teacher assigned to him by the principal / Head.

#### **5.5 MANAGEMENT OF NON-TEACHING STAFF :-**

Non-teaching staff is another important and essential part of college, because this staff carries all non-teaching operations very efficiently and effectively. Non-teaching staff handles all administrative, management, accounting dealings regularly. Management of non-teaching staff is looked after by the principal and heads of departments. Principal is apex authority of teaching and non-teaching staff.



### 5.3 ORGANISATION CHART OF NON-TEACHING STAFF :-



Above charts shows the non-teaching staff of Kisan Veer Mahavidyalaya, which is scattered in various departments. These departments are office, library, laboratory and electronics department. These departments have been operating and handling all operations.

The superintendent is a chief of office department. All clerks, typist, junior clerks work under him. All accounting, admission registration and administration work is handled by office department.

Librarian is main authority of library section. Library is essential and important part of the college. The assistant librarian, clerks, peons pro-

vide better facilities to the students.

Department of laboratory is concerned with science faculty. Laboratory assistant is chief of this department. This department works under him.

Department of electronics is another department concerned with science faculty. Assistant of electronics is main person in this department.

All the heads of the various sections have to report to the principal of the college.

#### **5.5.1 DUTIES & RESPONSIBILITIES OF PRINCIPALS AS A HEAD OF NON-TEACHING STAFF :-**

As per the bye-laws of the university, the head of non-teaching staff shall be responsible for all decisions in respect of the under mentioned matters.

- I) The head of non-teaching staff shall regulate the work and conduct of staff in accordance with the act, statutes, ordinances, rules and regulations. It shall be the duty of head of non-teaching staff to assess and evaluate the performance of non-teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the college.
- II) The head of non-teaching staff shall have the power to issue warnings, reprimand memos to the non-teaching employees subject to the approval of the principal.
- III) The head of non-teaching shall be the custodian of the records, the common seal and such other property of the college as the prin-

principal may commit to his charge.

IV) The head of non-teaching staff shall be co-ordinate the work in the college amongst the teaching and the non teaching staff.

V) The head of non-teaching staff shall keep the minutes of all the meetings, and records of such meeting attended by him as ex-officio member secretary.

VI) The head of non-teaching shall bring to the notice of the principal any of the act of the staff or the students, if prejudicial to the college and / or is not in the interest of college.

VII) The head of non-teaching shall maintain the enquiry service for students, staff and also for visitors to the college regarding courses, being conducted, examination and admission rules and such other allied matters of important nature.

VIII) The head of non-teaching shall sign letters issued from the college office of routine nature.

IX) The head of non-teaching staff shall watch over the work the college affiliation staff recognition and follow procedure for appointment. He shall also watch accounts, audit, assessment work of maintenance and other grants and to keep the check on accounts of the college.

X) He shall exercise such other power and perform such other duties as are prescribed or are required from time to time by the principal of the college and management of the society.

## **5.5.2 DUTIES & RESPONSIBILITIES OF OFFICE**

### **SUPERINTENDENT :-**

- I) The superintendent shall be incharge of college office and shall be personally responsible for smooth conduct and working, for the allotment of work of his subordinates, who shall be directly responsible to him with the prior approval of registrar.
- II) He shall convene the regular meetings of the office staff and laboratory assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norm if any.
- III) In case the post of registrar does not exist in a college the superintendent shall perform duties and shall be used with the powers of the registers.
- IV) Any other assigned to the superintendent by the principal or registrar from time to time.
- V) The superintendent shall be responsible of examination work pertaining to degree college in the overall supervision.
- VI) The superintendent shall scrutinise notes or cases submitted by the lower staff, put his own remarks or suggestion, if any and submit the same to the principal.
- VII) He shall be responsible for the work of highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents etc concerning his section.
- VIII) The superintendent shall personally look into the court cases concerning the college and obtain orders from registrar wherever

necessary.

IX) The superintendent shall point out mistakes or misstatement, if any and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.

X) He shall carry out the duties and responsibilities in a just manner without discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.

### **5.5.3 DUTIES & RESPONSIBILITIES OF LIBRARIAN :-**

I) The librarian shall be responsible for the development, modernisation, upkeep and management of the college library.

II) He shall be responsible for maintaining the standards of teaching, research and professional skills in library.

III) The librarian shall be custodian of all books, periodicals, manuscripts, journals and library equipment and shall ensure that no irregularities take place and that the books, periodicals, manuscripts, journals and library equipment are not lost.

IV) He shall cause periodical verification of stock.

V) He shall have the right to advise the college on all matters for developing library facilities and working.

#### **5.5.4 DUTIES AND RESPONSIBILITIES OF LABORATORY**

##### **ASSISTANTS :-**

- I) To assist students and teachers in conducting practical and experiment.
- II) To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
- III) To assist the incharge of laboratory in purchase and procurement of laboratory materials.
- IV) To supervise the work of laboratory attendants working under him.
- V) To assist the incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- VI) To report about breakages/losses in laboratory, to his superiors.
- VII) To ensure that all the cupboards, doors windows and gates are properly closed by the laboratory attendants.
- VIII) To attend to such other duties as may be specially brought to his notice, with the approval of the head of the department.

##### **5.5.5 DUTIES & RESPONSIBILITIES OF PEON :-**

- I) Do the work of affixing stamps and sealing envelopes or wrappers, packing up of parcels.

- II) Operate franking machine, wherever necessary.
- III) Serve drinking water to employees and to visitors, when required.
- IV) To open windows etc., in morning and switch on fans and light and closing to close same, when not required.
- V) Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required remove and replace covers of machines, filling up in pots.
- VI) Do the work of opening, pasting and sorting and arranging paper and circulars, in accordance with instructions of section officers / Branch head, and also do the work of stitching agenda and minutes of meeting according to instructions.
- VII) Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
- VIII) Despatch letters including letters by hand delivery.
- IX) Any other work as may be assigned to him by the concerned officer from time to time.
- X) Carry out any other work of similar nature which the office incharge / principal / office superintendent may instruct.

## **5.6 EMPLOYEES (WORKING STAFF) OF MAHAVIDYALAYA :-**

Employees of Mahavidyalaya has to play important role in educational, non-educational administrative field and development of Mahavidyalaya. They are important for all sections of Mahavidyalaya. Following tables show

the employment situation in the Kisan Veer Mahavidyalaya.

Table no. 5.1 gives the details about the strength of teaching and non-teaching staff of the college.

**Table no. 5.1**

TABLE SHOWING THE TEACHING & NON-TEACHING  
STAFF OF COLLEGE

Year	Employee's of College		Total Staff
	Teaching Staff	Non-teaching Staff	
1962-63	9	9	18
1970-71	21	17	38
1980-81	34	18	52
1990-91	97	50	147
2000-01	121	59	180

Source :- Office Records of the college.

Table no. 5.1 indicates the position of the staff of the college from the year 1962-63. The staff of the college is divided in two parts. one is teaching staff and the other is non-teaching staff. In the year 1962-63. there were 9 teachers working in the college. The number of teaching staff increased from 9 to 121 during the period 1962-63 to 2000-01. The rate of increase in teaching staff is highest during the period of 1980-81 to 1990-91.



Second index shows the numbers of non-teaching staff in the college from the year 1962-63 to 2000-01. The number of non-teaching staff increased from 9 to 59 during the study period. The total number of employees increased from 18 to 180 during the study period.

### **5.6.1 TEACHING STAFF OF SENIOR & JUNIOR COLLEGE :-**

The number of teaching staff of senior and junior college shows the following position.

**Table no. 5.2**

TABLE SHOWS TEACHING STAFF OF SENIOR & JUNIOR COLLEGE  
DURING THE PERIOD 1962-62 TO 2000-01

Year	Teaching Staff		Total Staff
	Senior college	Junior College	
1962-63	9	-	9
1970-71	21	-	21
1980-81	34	-	34
1990-91	62	35	97
2000-01	62	59	121

Source :- Office Records of the college.

Table no. 5.2 shows the strength of teaching staff of senior and junior college during the period 1962-63 to 2000-01. The strength of teaching

staff of senior college increased from 9 to 62 during study period. First three decades, there was no junior college. The number of teaching staff of junior college increases from 35 to 59 during the period of 1990-91 to 2000-01. The total number of teaching staff increased from 9 to 121 during the study period.

### 5.6.2 FACULTYWISE TEACHING STAFF OF SENIOR COLLEGE :-

Following table no. 5.3 shows the position of facultywise teaching staff of the senior college.

**Table no. 5.3**  
**FACULTYWISE TEACHING STAFF OF SENIOR COLLEGE**  
**DURING 1962-62 TO 2000-01**

Year	Teaching staff of senior college			Total Staff
	Arts	Commerce	Science	
1962-63	6	3	-	9
1970-71	15	6	-	21
1980-81	24	10	-	34
1990-91	28	12	22	62
2000-01	29	8	25	62

Source :- Office Records of the college.

Table no. 5.3 shows the facultywise number of teaching staff of senior college during the period 1962-63 to 2000-01. In the year 1962-63,

there were total 9 teaching staff working in senior college, 6 teachers in arts faculty and 3 teachers in commerce faculty were working in senior college. The number of teaching staff in arts faculty increased from 6 to 29 and in commerce faculty, it increased from 3 to 12 during study period. During the last decade of study period, the strength of teaching staff in commerce faculty decreased from 12 to 8. First three decades of study period, there was no science faculty. After the establishment of science faculty, the strength of teaching staff in science faculty increased from 22 to 25 during the year 1990-91 to 2000-01. The total teaching staff of senior college increased from 9 to 62 during the study period.

### **5.6.3 FACULTYWISE TEACHING STAFF OF JUNIOR COLLEGE :-**

Table no. 5.4 shows the facultywise number of teaching staff in junior college during the period 1990-91 to 2000-01.

**Table no. 5.4**  
**FACULTYWISE TEACHING STAFF OF JUNIOR COLLEGE**

Year	Teaching staff of junior college			Total Staff
	Arts	Commerce	Science	
1990-91	17	7	11	35
2000-01	27	10	22	59

Source :- Office Records of the college.

Table no. 5.4 indicates the facultywise teaching staff in junior college during the study period. The science faculty was started during 1982-83. The strength of teaching staff in arts faculty increased from 17 to 27 and in commerce faculty, the teaching staff increased from 7 to 10 during the study period. In science faculty, the strength of teaching staff increased from 11 to 22 during the year 1990-91 to 2000-01.

#### 5.6.4 SEX-WISE RATIO OF TEACHING STAFF OF THE COLLEGE :-

Today ladies are working in all fields, where mens are also working, but the strength of ladies is less in the college. The following table shows the number of males and females in educational field, it is helpful for knowing the ladies participation in the college.

**Table no. 5.5**

#### FACULTYWISE TEACHING STAFF OF JUNIOR COLLEGE

Year	Teaching staff of the college					
	Senior College		Total Staff	Junior College		Total Staff
	Male	Female		Male	Female	
1962-63	7	2	9	-	-	-
1970-71	20	1	21	-	-	-
1980-81	21	3	34	-	-	-
1990-91	59	3	62	30	5	35
2000-01	57	5	62	52	7	59

Source :- Office Records of the college.

Table no. 5.5 shows the strength of male and female teaching staff in senior and junior college during the period 1962-63 to 2000-01. The strength of male and female teaching staff in senior college increased from 7 and 2 to 59 and 5 respectively during study period. The percentage of male and female teaching staff in senior college was 71 and 29 percentage respectively during 1962-63. It was 91 and 9 percentage respectively during 2000-01. The total teaching staff of senior college increased from 9 to 62 during study period. During first three decades of the study period, junior college was not started. After the junior college started the number of male and female teachers increased from 30 and 5 to 52 and 7 during the year 1990-91 to 2000-01. The percentage of male and female teachers in junior college was 87 and 13 percentage during 2000-01.

#### **5.6.5 NON-TEACHING STAFF OF MAHAVIDYALAYA :-**

Not only teaching staff is essential and important element of college but also non-teaching staff. They are important for administration, office work and development of college.

Table no. 5.6 shows the strength of non-teaching staff of Kisan Veer Mahavidyalaya.

**Table no. 5.6**

TABLE SHOWS NON-TEACHING STAFF OF THE MAHAVIDYALAYA  
DURING 1962-63 TO 2000-01.

Year	Non- Teaching staff					Total non teaching Staff
	Admins- tration Dept.	Library Dept.	Labor- atory Dept	Elect- roincs Dept.	Peon	
1962-63	3	3	-	-	3	9
1970-71	4	3	-	-	10	17
1980-81	5	4	-	-	9	18
1990-91	11	4	3	1	31	50
2000-01	12	4	4	1	38	59

Source :- Office Records of the college.

Table no. 5.6 indicates the department wise number of non-teaching staff of Mahavidyalaya during the period 1962-63 to 2000-01. The non-teaching staff of Mahavidyalaya is classified into administrative, library laboratory, electronic departments and peons. The number of non-teaching staff in administrative department increased form 3 to 12 and in library department it increased form 3 to 4 during the study period. In laboratory department the non-teaching staff increased from 3 to 4 and in electronic department, only one person was there during the study period. The number of class IV employees increased from 3 to 38 during the study period. The total number of non-teaching staff of the college increased from 9 to 59 during the period 1962-63 to 2000-01.

\* \* \* \* \*