



TEACHERS TRAINING COLLEGE (B.ED.), AALO

West Siang District, Arunachal Pradesh

Affiliated to Rajiv Gandhi University

Vide Affiliation No.-AC-59/2008/99 Dtd. 6th June 2011

NCTE RECOGNISED:ERC/7-138.6.32/NCTE/B.ED/2012/13371 Dtd. 18th August 2012

Contact No.

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Ref No.TTC/ESTB/-2025-26/047

Office Order



Dated 07/10/2024

In order to ensure smooth functioning, proper record maintenance, and accountability in all academic and administration matters, the following work distribution among the office staff is hereby made with immediate effect.

1) **Shri Neetu Borah.** (Academic and Examination section)

Duties and responsibilities

- Maintain all records related to students admission, attendance and academic performance.
- Keep files of Faculty workload, time- table, lesson plan and internal assessment.
- Maintain records of examination section including question paper and result documentation.
- Assist faculty in record typing, documentation for inspection and academic report preparation.
- Maintain and update files of Academic committee, Examination committee and related sub committee.

2) **Shri Damli Gamkak** (Administration and Establishment)

Duties and Responsibilities

- Maintain staff attendance, Joining and leave records, stock register and correspondence file.
- Handle inward and outward register, official communication with affiliating and government bodies.
- Keep update records of college infrastructure including furniture, laboratory and equipment list.
- Maintain records and files of women's cell, Anti-Ragging cell, grievance Redressal cell and other statute bodies.
- Assist in preparation of meeting minutes, notice and curricula's related to administrative and student welfare activities.

3) **Shri Jumken Loya** (Accountant) Accounts and Financial section

Duties and Responsibilities

- Maintain all financial records cashbook, receipt and payment voucher, and related files.
- Prepare budget estimates, expenditure statements utilization certificate and audit records.
- Handle salary disbursements bills and voucher and assist in inspection audit records.
- Maintain separate account and statements for IQAC, Library funds students' welfare funds and other project related expenditure.
- Submit monthly financial statements to the Principal for verification.

General Instruction

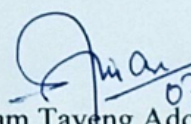
- 1) Each staff member shall maintain a record register and hand over file for continuity of work.
- 2) All files must be properly induced and update on a monthly base.
- 3) Staff must cooperate with each other and with the convenors of different cells and committee.
- 4) Periodic supervision and verification will be carried out by the Principal
- 5) Any deviation negligence in maintaining records will be viewed seriously.

Monitoring and Reporting

The Principal will periodically review the record status of each section. Each staff member must submit a monthly summary of work completed and files updated to the Principal's office.

Issued with approval of the secretary.

By Order


Minam Tayeng Ado
Secretary
TTC B.Ed. Aalo
Principal i/c
Teachers Training College (B.Ed)
West Siang District. Aalo
Arunachal Pradesh

Copy to:-

1. Managing Director, TTC B.Ed. Aalo.
2. Shri Neetu Borah.-LDC
3. Shri Damli Gamkak.-LDC
4. Shri Jumken Loya.- Accountant
5. Office copy.

Principal i,c
Minam Tayeng Ado
TTC. B.Ed. Aalo