

(Manual-2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

S.No.	Designation	Powers and Duties
1.	Chairman	<p>The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting.</p> <p>In any emergency, in which, in the opinion of the chairman, immediate action is required, the chairman shall, after considering, the opinion of the Principal of the college, takes such action subject to these 'Rule' as he thinks necessary and shall report the action taken by him to the government Body at its next meeting for approval and confirmation.</p>
2.	Treasurer	As per model rules, constitutions, rules and regulation of Governing Bodies of Colleges (EC Resolution No. 66 dated 27.04.1963),
3.	Principal	As per model rules, constitutions, rules and regulations of Governing bodies of Colleges (EC Resolution No. 66 dated 27.04.1963),
4.	Vice Principal	
5.	Bursar	As per model rules, constitutions, rules and regulations of Governing bodies of Colleges (EC Resolution No. 66 dated 27.04.1963),
6.	Teachers (Reader/Lecture in Reader's grade, Lecture in Senior Scale, Lecturer)	To impart education, mentoring, counseling.
7.	Administrative Officer	Overall supervision of all administrative work
8.	Librarian	Overall in charge of library,
9.	Section Officer, Accounts	To supervise Finance and Accounts,
10.	Section Officer, Administration	To supervise administrative matters,

11.	Senior Personal Assistant	To handle routine correspondence and assist the Principal in day-to-day activities.
12.	Senior Assistant	To maintain service and related records of teaching staff, to help in conduct of exam at various levels and do all related works.
13.	Professional Assistant	To up keep the library.
14.	Technical assistant	To look after the maintenance of lab and help in conduct of practicals.
15.	Assistant	To maintain service ad related records of Non-teaching Staff and other work as assigned.
16.	Semi Professional Assistant	To look after issuance and return of books.
17.	Jr. Assistant / Caretaker	To do typing and other jobs as assigned / to look after maintenance of electrical, stationary, water installation and supervision of normal building repairs.
18.	Lab. Assistant	To assists Technical Assistant.
19.	Gestener Operator	To do photocopier and duplicating works.
20.	Daftri	To do filing and assigned works.
21.	Lab Attendant	To do dusting and other assigned works.
22.	Library Attendant	To do dusting and other assigned works.
23.	Office Attendant	To do dusting and other assigned works
24.	Mali	To do gardening work.
25.	Safai Karamchari	To do cleaning work.

Vice-Principal

1. To sign all the University Examination, Enrolment, Forms, which will be put to you, duly processed by the Office from time to time.
2. To sanction Casual/Compensatory Leave to the teaching staff from time to time duly processed and put up to you by the office.
3. Verification of Medical Re-imburements bills of the staff.
4. To supervise and check issue of Identity Cards to the students. Signing of Duplicate Identity Cards after payment of due fine by the students.

5. To look after the day-to-day affairs of the College in the absence of Principal when such an occasion arises.
6. To assist the principal in any other work as may assigned to you from time to time.