

## CHAPTER 3

### DUTIES AND RESPONSIBILITIES OF OFFICERS

<b><u>ACADEMIC STAFF</u></b>	
<b><u>PRINCIPAL</u></b>	<p>(A) Principal academic and executive officer of the Institute and responsible for proper administration and finance, discipline, teaching etc.</p> <p>(B) Custodian of Records and funds.</p> <p>(C) Secretary to the Board of Governors, Executive Committee etc.</p> <p>(D) Administration of the Institute as per Bye Laws, Memorandum of Association and Rules &amp; Regulations of the Society and powers vested/delegated to him by the Board of Governors.</p> <p>(E) Such other duties as may be entrusted to the incumbent by the Executive Committee/Board of governors from time to time.</p>
<b><u>HEAD OF DEPARTMENTS</u></b>	<p>(A) Teaching as assigned by the Principal/Vice Principal from time to time.</p> <p>(B) Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards and maintenance of necessary records, all equipment's, tools and materials with the Department, regular departmental meetings with minutes recorded for discussions with the Principal, Assistance to the Principal in the maintenance of staff and students discipline, innovation of programmes to strengthen the Institute's national and international reputation.</p> <p>(C) Faculty development conduct research/experimental studies for improving quality of teaching to be of service to the industry and community.</p> <p>(D) Any other duties assigned by the Principal/Vice Principal from time to time.</p>
<b><u>SENIOR LECTURER-CUM- SENIOR INSTRUCTOR</u></b>	<p>(A) To take classes (Theory and Practical) as required.</p> <p>(B) Responsible for equipment/material under his charge.</p> <p>(C) To assist the Chief Instructor in research work, quality improvement programmes and guide the junior staff.</p> <p>(D) Such other duties and responsibilities from time to time.</p>
<b><u>LECTURER-CUM- INSTRUCTOR</u></b>	<p>(A) To take classes (both Theory and Practical) as required.</p> <p>(B) To assist the Senior Lecturer cum Senior Instructor in various spheres of his duties.</p> <p>(C) To provide guidance to Assistants. Lecturer-cum-Instructors and Demonstrators.</p> <p>(D) Such other duties and responsibilities as may be assigned to</p>

	him from time to time by his senior authorities.
<b><u>ASSISTANT LECTURER-CUM- ASSISTANT INSTRUCTOR</u></b>	(A) To take classes (both Theory and Practical) and checking of students Journals as required. (B) Responsible for equipment and materials under his charge. (C) Such other duties and responsibilities as may be assigned to him by his senior authorities from time to time.

<b><u>NON-ACADEMIC STAFF</u></b>	
<b><u>ADMINISTRATIVE OFFICER</u></b>	(F) To render suitable assistance to the Head of the Institute in all administrative, financial & other academic matters. (G) Supervision of General Office, Accounts Budget work relating to Meetings of the Board, Executive Committee etc. (H) Overall supervision in respect of proper utilisation and upkeep including payment of taxes in respect of Lands & Building belonging to the Institute. (I) Organise purchases of Stores/Equipments. Etc. (J) Supervision of Security arrangements/Chowkidars. (K) Arranging of training and welfare of students and such other duties and responsibilities as may be assigned to him by the Principal. (L)
<b><u>OFFICE SUPPERINTENDENT</u></b>	To assist the Principal and the Administrative Officer in the discharge of his overall responsibilities for the organisational administrative and academic matters, and such other duties and responsibilities as may be assigned by a competent authority from time to time
<b><u>ACCOUNTANT</u></b>	(a) To assist the Principal and Administrative Officer in all financial, budgetary and accounting matters. (b) Overall responsibility for preparation of Budget estimates, revised estimates expenditure control, pre-checking of all receipts disbursements, maintenance of all financial/accounting records etc. including employees provident fund, preparation of annual accounts, settlement of audit/Inspect reports etc. and such other duties and responsibilities as may be assigned by a competent authority from time to time.
<b><u>PA TO PRINCIPAL</u></b>	Dictation/typing and keeping proper record of the communications at the level of the Principal and handling/security of all confidential work and such other duties and responsibilities as may be assigned by a competent authority from time to time.
<b><u>MAINTENANCE FOREMAN-CUM-CARETAKER</u></b>	Overall responsibility for all maintenance work and security matters of the Institute and such other duties and responsibilities as may be assigned by a competent authority from time to time.

<b><u>STENOGRAPHER</u></b>	Dictation, typing work and maintenance of such files and other records as may be entrusted and such other duties and responsibilities as may be assigned by a competent authority from time to time.
<b><u>CASHIER</u></b>	Custody, receipt and disbursement of cash including maintenance of all connected records and such other duties and responsibilities as may be assigned by a competent authority from time to time.
<b><u>U.D.C.</u></b>	Ministerial duties including custody and maintenance of records and such other duties and responsibilities as may be assigned by a competent authority from time to time.
<b><u>LIBRARIAN</u></b>	Full responsibility for looking after the Institute's Library and Reading Room including receipt, issue and return etc. of Institute's books/magazines etc. and such other duties and responsibility as may be assigned by a competent authority from time to time.
<b><u>STOREKEEPER</u></b>	Full responsibility for Institute's stores including maintenance of various records, receipts and issue of various materials, equipment's and food articles and supervision of the work of other staff attached to this section and such other duties and responsibilities as may be assigned by a competent authority from time to time.
<b><u>CLERK-CUM-TYPIST</u></b>	Ministerial duties including typing, maintenance of records and dealing with routine matters and such other duties and responsibilities as may be assigned by a competent authority from time to time.
<b><u>LABORATORY ASSISTANT</u></b>	To make all arrangement for conducting theory and practical classes and render requisite assistance to the academic staff including upkeep of equipment's and other stores and such other duties and responsibilities as may be assigned by a competent authority from time to time.
<b><u>DRIVER-CUM-MECHANIC</u></b>	To drive, look after and carry out routine repairs to the vehicles owned or hired the Institute and such other duties responsibilities as may be assigned by a competent authority from time to time.
<b><u>LABORATORY ATTENDENT</u></b>	Overall responsibility for cleanliness of the premises and handling and upkeep of equipments and stores relating to the concerned Department, assist the academic staff in their functions and such other duties and responsibilities as may be assigned by a competent authority from time to time
<b><u>DAFTARI</u></b>	Custody/stitching, binding and upkeep of records, handling of stationery and such other duties and responsibilities as may be assigned by a competent authority from time to time
<b><u>PEON</u></b>	To assist the Principal and other administrative staff and such other duties and responsibilities as may be assigned by a competent

	authority from time to time.
<b><u>ATTENDENT</u></b>	Cleaning and wiping of floors as well as top cleaning and cleaning of equipments fittings and furniture etc. and proper upkeep of respective departments and such other duties and responsibilities as may be assigned by a competent authority from time to time.