

Manual 2
Powers and duties of officers and employees
[Section 4(1)(b)(ii)]

Powers and duties of officers and staff

Sr. No.	Designation of Post	Powers			Duties	Rules/Orders under which power and duties are derived and	Exercised
		Administrative	Financial	Others			
1.	Campus Director/ Principal	Head of Office	All financial power of institute	Nil	To look after day to day administration of the institute.	Powers delegated by DSEU/DTTE(HQ)	
2.	Head of Department (HOD)	Overall supervision and control of the department	Nil	NIL	<ul style="list-style-type: none"> To supervise overall academic activities of the department. To allocate the teaching load to faculty. To monitor the academic progress of the departments. To review academic performance of the student. To monitor and control students discipline in the campus. To recommend the faculty members for participation in Conference / Seminar / Workshop. 	Powers delegated by DSEU/DTTE(HQ)/ Principal/HOO	
3	Administrative officer/Office Superintendent	Overall In-Charge of Establishment	Nil	Nil	<ul style="list-style-type: none"> To supervise establishment, manpower planning, transfers postings and general administration and other allied work. 	Powers delegated by DSEU/DTTE(HQ)	

4	DDO/AAO	Overall In-charge of Accounts	Drawing and disbursement of money as per budgeted provisions	Nil	<ul style="list-style-type: none"> • To maintain proper accounts. • To keep and update all account books. • To keep proper accounts of drawing and disbursement of public money. • To maintain salary accounts, fund accounts and other accounts of the employees/ institute. • To receive and deposit fees from the students. 	Powers delegated by DSEU/DTTE(HQ)/Principal/HOO
5	Purchase Officer	Overall In-charge of Purchase	Nil	Nil	<ul style="list-style-type: none"> • Identifying requirements for goods, materials and services. • Identifying reliable suppliers. • Comparison of delivery terms. • Collecting the quotations. • Preparation of bids. • Issue of Purchase or Work order. • Coordinating with the vendor for delivery of material or services. 	Powers delegated by DSEU/DTTE(HQ)/Principal/HOO
6	Store Officer	Overall In-charge of Store	Nil	Nil	<ul style="list-style-type: none"> • To receive the materials ordered by the purchase department • To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors. • To stock the materials received from vendors properly as to ensure easy access identification, handling, maintenance etc. • To ensure a smooth issue of materials to the issue department. • To ensure accurate accounting of the materials receiver and issued. • To ensure that the store is always maintained up to date in all respects in a presentable condition. 	Powers delegated by DSEU/DTTE(HQ)/Principal/HOO

7	Chief Security officer	Security In-charge	Nil	Nil	<ul style="list-style-type: none"> • To act as a custodian of the campus property. • To act a liaison officer to maintain harmony between the PWD and the institute. • To look after the security and sanitation work of the institute • To supervise the security and sanitation staff and other allied work 	Powers delegated by DSEU/DTTE(HQ)/Principal/HOO
8	Training and Placement officer	Overall In-charge Training & Placement related activities	Nil	Nil	<ul style="list-style-type: none"> • To maintain interaction with the industry. • To send students on industrial training. • To organized industrial visits • To invites expert from industry/ institute for imparting expert lecture in the latest field of Engg. and Tech. • To organize workshop /seminar on the latest field of Engg. and Tech. • To invite industries for campus placements. 	Powers delegated by DSEU/DTTE(HQ)/Principal/HOO
9	Staff Development Officer	Overall In-charge of Staff development related activities	Nil	Nil	<ul style="list-style-type: none"> • To ensure the development of faculty and staff. • To recommend faculty and staff for the training for the skill development. • To recommend the faculty and staff for participation in STC/FDP/ Conference/ Seminar/Workshop etc. • To maintain the record like STC/FDP attended by the faculty and staff. 	Powers delegated by DSEU/DTTE(HQ)/Principal/HOO
10	Lecturer	Teaching and allied work	Nil	Nil	<ul style="list-style-type: none"> • To undertake teaching load. • To review class academic performance • To upgrade labs as per the latest technology. • To perform the allied duties. 	Powers delegated by DSEU/DTTE(HQ)/Principal/HOO

11	Workshop Supdt.	Overall In-Charge of the workshop	Nil	Nil	<ul style="list-style-type: none"> • To set time table for workshop • To undertake workshop classes. • To decide and issue jobs to the students. • To see overall development of the workshop. 	Powers delegated by DSEU/DTTE(HQ)/Principal/HOO
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