

## (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 Governing Body at its next meeting for approval and confirmation.</p>
2.	Treasurer	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (EC Resolution No.66 dated 27.04.1963),
3.	Principal	As per UGC regulations adopted and approved by University of Delhi
4.	Bursar	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (EC Resolution No.66 dated 27.04.1963),
5.	Teachers (Associate Professor, Assistant Professor (Stage I, II, III))	To impart education, mentoring, counseling.
6.	College Librarian	Overall in charge of library,
7.	Administrative Officer	To supervise administrative matters,
8.	Accounts Officer	To supervise Finance and Accounts,

9.	Section Officer, Accounts	To supervise Finance and Accounts in Coordination with Account officer
10.	Section Officer, Administration	To supervise administrative matters in Coordination with Administrative officer
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 exams at various levels and do all related works.
13.	Professional Assistant	To up keep the library.
14.	Senior Technical Assistant	To look after the maintenance of lab and help in conduct of practicals.
15.	Assistant	To maintain service and 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 assist senior Technical Assistant.
19.	Driver	To drive vehicle.
20.	MTS (Gestener Operator)	To do photocopier and duplicating works.
21.	MTS (Daftri)	To do filing and assigned works.
22.	MTS (Lab. Attendant )	To do dusting and other assigned works.
23.	MTS (Library Attendant)	To do dusting and other assigned works.
24.	MTS (Office Attendant)	To do dusting and other assigned works.

25.	MTS (Mali)	To do gardening work.
26.	MTS (Waterman)	To do works as assigned.
27.	MTS (Safai Karamchari)	To do cleaning work.