

Manual - 2

1.2 Powers and Duties of its Officers and Employees [Section 4(1) (b) (ii)]

1.2.1 Powers and duties of officers (Administrative, Financial and Judicial)

CAMPUS DIRECTOR:

Administrative Powers:

1. Grant Earned leave, Casual Leave, RH. Medical Leave as per rules.
2. Grant LTC, Home Town, etc as per rule.
3. Issue of Medical cards to the staff members as per rules.
4. Reporting and reviewing ACRs of the staff.
5. Issuing memorandum to staff for non-compliance.
6. Settle the pension case of the pensioner (person going to retire)

Financial Powers:

As per Govt. Rules

1. **Sanction of Rs. 10,000/-** from non-Govt. Fund in a financial year.

From Govt. Fund

1. Contingency expenditure for each case upto 500/-
2. Contingency expenditure upto Rs.5000/- when the purchase is made from the Govt. Agencies.
3. Purchase of leverages.
4. Payment of Electricity Bill, Telephone Bill, Water charges bills excluding surcharge.
5. Purchase of Service stamps.
6. Conveyance charges upto Rs. 500/- per month per person
7. Repair of machinery and equipment's up to Rs.5000/- per annum.
8. Fixture and Furniture purchase of Rs. 15000/- per annum.
9. Hire of Office furniture Electric fans, heaters, coolers, clocks, call bells Rs.2500/-p.a.
10. Printing and binding upto Rs. 10000/-p.a. if the job is executed locally
11. Local purchase of pity stationary upto Rs. 10000/- pa
12. Local purchase of Rubber stamps upto Rs.500/- p.a.
13. Purchase of equipment of training Institute Rs.10000/- p.a.
14. Purchase of Books, journals, periodicals upto Rs.2000/- pa
16. Grant of increment to the staff.
17. Grant of GPF advance upto 3 months' basic.
18. Grant of festival advance.
19. Grant of LTC and Home town advance as well as reimbursement of LTC & Home Town as per rules.
21. Sanction of Insurance amount (CGEGIS) in r/o pensioners.
22. As per delegation of powers by the Director to all the Principals.

STATUTORY & OTHER POWERS: NIL

DUTIES:

1. Academic & Administrative Management of the Institution
2. Providing academic and administrative leadership
3. Promotion of industry-institution collaboration and industry/oriented Research and Development.
4. Monitoring and evaluation of academic activities in the institutions.
5. Public relations and interaction with community.
6. Organizing and coordinating consultancy services.
7. Participating in policy and system planning at State, Regional and National levels for development of Technician Education.
8. Promoting and coordinating continuing education activities.

1.2.2 Powers and duties of other employees

HEAD OF DEPARTMENT:

Administrative/Financial/Statutory/Others Powers: Nil

DUTIES:

1. Providing leadership in teaching of Diploma courses.
2. Departmental administration.
3. Assisting in the administration of the institution.
4. Publication of technical papers.
5. Assistance in curriculum development and development of resource materials.
6. Innovations in technician education and evaluation.
7. Continuing education activities.
8. Public relation and interaction with the community.
9. Student counseling and student interaction.

LECTURER:

Administrative/Financial/Statutory/Others Powers: Nil

DUTIES:

1. Teaching Diploma courses (lecturers and tutorials).
2. Design and developing of laboratory instructions.
3. Students' assessment and evaluation.
4. Innovation in instruction.
5. Developing resource materials and assisting in curriculum development.
6. Continuing education activities.
7. Co-curricular and extra-curricular activities.
8. Assisting in extra-curricular activities.
9. Assisting in department administration.
10. Student counseling.
11. Officer In-charge, Examination, Scholarship etc.*

In addition to the above duties, he is required to assist the administration in planning the academic/ administrative/ developmental activities, developing and updating the MIS and implementation of the same effectively.

* Duties & Responsibilities

A. Examination Work:

1. Issuance of Notice regarding submission of Examination Fee as per DSEU norms.
2. Distribution of examination forms to various departments.
3. Receiving of duly filled examination forms from various departments.
4. Checking, verification and scrutiny of examination forms and related documents.
5. Keeping of Record related to examination.
6. Any other examination duty or responsibility assigned by the Competent Authority in the interest of students and academic activities.

B. Sessional Work:

1. Submission of requirement of stationery for sessional examination.
2. Issuance of sessional stationery.
3. Finalization of sessional examination date sheet.
4. Conduct of two sessional examination per semester.
5. Compilation of sessional result.
6. Keeping of sessional records.
7. Any other Sessional duty or responsibility assigned by the Competent Authority in the interest of students, academic activities and necessary for the smooth conduct of sessional examination.

C. Scholarship Work:

1. Issuance of circulars for obtaining applications for various types of scholarship like SC/ST, Minority, Merit, Merit-cum-mean etc.
2. Obtaining duly filled applications from various departments.
3. Verification and scrutiny of applications forms.
4. Consolidation of application forms.
5. Forwarding of application forms to different agencies.
6. Keeping of relevant record.
7. Any other Scholarship related work duty or responsibility assigned by the Competent Authority in the interest of students, academic activities.

1.2.3 Rules / Orders under which powers and duty are derived

As per DTTE (HQ), AICTE and DSEU orders from time to time

1.2.4 Exercised

As per DTTE (HQ), AICTE and DSEU orders from time to time

1.2.5 Work allocation

As per DTTE (HQ), AICTE and DSEU orders from time to time