

Manual-2
Powers & Duties of Officers and Employees
[Section 4(1) (b) (ii)]

Powers & Duties of Officers & Staffs

S. No.	Designation of Post	Power					Duties Attached
		Administrative	Financial	Statutory	Academic	Other	
1	Principal	<ol style="list-style-type: none"> 1. Academic & Administrative Management of the Institution. 2. Policy, Planning Monitoring & evaluation & promotional activities both at department & institutional level. 3. Design & development of new programmes. 4. Preparing project proposals for funding in areas of R&D work laboratory development, modernization, expansion etc. 5. Administration both at departmental & institutional levels. 6. Development, Administration & management of institutional facilities. 7. Monitoring & Evaluation of academic & research activities. 8. Participation in policy planning at the regional national level for development of technical education. 9. Helping mobilization 	As delegated by the Directorate of Training & Technical Education		<ol style="list-style-type: none"> 1. Class Room Instruction. 2. Research & Development activities and research guidance. 3. Laboratory Instruction. 4. Curriculum Development 5. Providing Consultancy & Testing Services. 6. Developing learning resource material & laboratory development. 7. Promotion of Industry institution interaction and R&D. 8. Student's assessment & evaluation work of university. 9. Participation in the co-curricular & extra-curricular activities. 10. Student's guidance & counseling & helping their personal ethical character 	<ol style="list-style-type: none"> 1. Extension Services. 2. Interaction with industry & society. 3. Participation in community services. 4. Providing R&D support and consultancy services to industry and others user agencies. 5. Providing non-formal modes of education for the benefit of the community. 6. Promotion of entrepreneurs-hip and job creation. 7. Dissemination of knowledge. 8. Providing technical support in areas of social relevance. 	

		<p>of resources for the institution.</p> <ol style="list-style-type: none"> 10. Develop, update & maintain MIS. 11. Plan & implement staff development activities. 12. Maintain accountability. 13. Conduct performance appraisal. 			<p>development.</p> <ol style="list-style-type: none"> 11. Continuing education activities. 		
2.	Head of Department	<ol style="list-style-type: none"> 1. Providing leadership in teaching of diploma courses. 2. Departmental Administration. 3. Assisting in the administration of the institution. 4. Publication of technical pages. 5. Innovation in technician education & evaluation. 6. Public relation and interaction with the community. 			Same as of the Principal.	As assigned by the Principal.	
3	Assistant Professor/ Lecturer	As assigned by the Principal.	As assigned by the Principal.		Same as of the Principal		