

MANUAL NO. 2

POWER AND DUTIES OF OFFICERS & STAFF

[Section 4(1)(b)(ii)]

2.1 Please provide details of the powers and duties of officers and employees of the organization

Designation

Powers and Duties

Chairman

1) The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the member present shall elect one of their members to be Chairman of the meeting.

2) In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinions of the Principal of the College, take such action subject to these "Rules" as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.

Treasurer

1) The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII (4) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.

2) The Treasurer shall advise the Governing Body in regard to its financial policy.

3) The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the college and shall be responsible for the presentation of the Annual Estimates and the Annual Statement of Accounts.

4) The Chairman and the Treasurer acting jointly shall be authorized to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.

5) The Treasurer shall be custodian of the funds and securities of the College.

6) Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the college and to realize interest, dividend, bonus and profit due thereon.

7) All suits and proceedings by or against the college affecting properly, investment and other financial matter, shall be filed and defended in the name of the Treasurer.

8) The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.

Principal

1) The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.

2) The Principal shall realize and receive all grants or other money due to the college from the Central and State Government, and the University and other persons, bodies and authorities.

3) The Principal shall not accept the membership of the Governing Body of any other college of the University of Delhi.

4) The Principal shall be responsible for the organization of teaching and co-curricular activities of the college.

5) The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the rules.

6) The Principal shall sanction all types of leave to the teaching staff in accordance with the leave rules 2002 except that in case the grant of leave involves appointment of a substitute, the same will be done by her with the approval of the Chairman.

7) The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc will be taken by him without the prior approval of the Governing Body.

8) Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students Fund (ii) have powers to appoint Class IV Staff, and suspend and dismiss such staff and report the same to the Governing Body.

9) The Principal will decide the polices regarding Examination (College), promotion and admission to the college after consultation with the Staff Council as constituted under Ordinance XVIII (6).

10) The Principal, in order to keep the members of the Governing Body informed of the progress of expenditure of the College shall submit a half yearly statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budge heads.

Bursar

The Governing Body on the recommendation of the Principal shall appoint a Domestic Bursar in accordance with the provision of Ordinance XVIII (4) (2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College.

**Professor/Associate
Professor/Assistant
Professor**

Teaching, Research & Examination Work

Administrative Staff

Administrative Officer

Supervision of Administration

Senior PA to Principal

Secretarial duties in Principal Office

Section Officer
Administration

Handling day to day Administrative work

Sr. Assistant

Maintaining service records, leave account of teaching and non-teaching staff

Assistant

Updating the students & staff database

Junior Assistant

Day to day typing work and to deal with students

G.O.

Xeroxing & store keeping

Driver

Driving the Staff Car / Bus

Care Taker

Look after the maintenance of the college building & Supervision of the Class IV employees

Daftri	Handling the diary & dispatch work
Office Attendant	Attending the day to day college work & delivery of mails
Mali	Look after the gardening work
Safai Karamchari	Cleaning of the college building

Accounts Staff

Section Officer Accounts	Handling affairs of the Accounts Department
Sr. Assistant Accounts	Maintaining ledgers, Cash books, Fee collection
Assistant	Updating the students & staff database
Junior Assistant cum typist	Day to day typing work and to deal with students
Daftri	Handling the diary & dispatch work
Office Attendant	Attending the day to day college work & delivery of mails

Library Staff

Librarian	Controlling the library system
Professional Assistant.	Keeping the record of all books, Magazines etc.
Semi Professional Assistant.	Distribution of books
Library Attendant	Maintenance of the cleanliness of the Library

Laboratory Staff

Technical Assistant	Maintenance of laboratory equipment
Senior Technical Assistant (Computers)	Assist in the practical instructions of Computer Science Students
Laboratory Assistant	Preparation for practical classes in the science laboratories and maintenance of laboratory equipments

Laboratory Attendant

Maintenance of the cleanliness of the laboratories

Duties Exercised

Chairman

Approved to the following:-

- Budget Sanction
- Workload
- Fee structure
- Appointment of Teaching & Non-teaching appointments.
- Other administration actions as per requirement.

Treasurer

Approved and submitted the following:-

The progress of expenditure of the College by half yearly statement of income and expenditure of the College to the Governing Body.

Principal

Organized the following:-

- Governing body Meeting
- Staff Council Meeting
- Teaching and Co-curricular Activities
- Sanctioned leave of all types as per the rules
- Day-to-Day administrative matters.

Bursar

Managed the domestic and internal finances of the College as per the directions of the Governing Body through the Principal and the Treasurer.

Professor/Associate Professor/Assistant Professor

Carried the following:-

- Teaching
- Examination Work
- Research Work
- Administrative Responsibilities

Work Allocation:

Chairman

Approves to the following:-

- Budget Sanction
- Workload
- Fee structure
- Appointment of Teaching & Non-teaching appointments.
- Other administration actions as per requirement.

Treasurer

Approves and submits the progress of expenditure of the College by half yearly statement of income and expenditure of the College to the Governing Body

Principal

Organizes the following:-

- Governing body Meeting
- Staff Council Meeting
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Professor/Associate Professor/Assistant Professor

Carries the following:-

- Teaching
- Examination Work
- Research Work
- Administrative Responsibilities

WORK ALLOCATION OF NON-TEACHING

Administrative Staff

Administrative Officer	Supervision of Administration
Senior PA to Principal	Secretarial duties in Principal Office
Section Officer Administration	Handling day to day Administrative work
Sr. Assistant	Maintaining service records, leave account of teaching and non-teaching staff
Assistant	Updating the students & staff database
Junior Assistant	Day to day typing work and to deal with students
G.O.	Xeroxing & store keeping
Driver	Driving the Staff Car / Bus
Care Taker	Look after the maintenance of the college building & Supervision of the Class IV employees
Daftri	Handling the diary & dispatch work
Office Attendant	Attending the day to day college work & delivery of mails
Mali	Look after the gardening work
Safai Karamchari	Cleaning of the college building

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Professional Assistant. Keeping the record of all books, Magazines etc.

Semi Professional Assistant. Distribution of books

Library Attendant Maintenance of the cleanliness of the Library

Laboratory Staff

Technical Assistant Maintenance of laboratory equipment

Senior Technical Assist in the practical instructions of Computer Science Students
Assistant (Computers)

Laboratory Assistant Preparation for practical classes in the science laboratories and maintenance of laboratory equipments

Laboratory Attendant Maintenance of the cleanliness of the laboratories