

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

SL NO	DESIGNATION OF POST	POWERS				DUTIES ATTACHED
		Administrative	Financial	Statutory	Others	
1	PRINCIPAL CUM HEAD OF DEPT.	As Head of the Department (all duties defined by Govt. of NCT of Delhi).	Discharging duties of Head of the Department as per GFR	-----	As per Government Rules	As defined by Govt. of NCT of Delhi
2	HEAD OF OFFICE	As Head of Office	As per General Financial Rules, GNCTD	-----	As member of various committees related to admin. matters	As HOO
3	DRAWING AND DISBURSING OFFICER	----	As per General Financial Rules, GNCTD	----	----	As DDO
4	A.O.	In-Charge of all Administrative, Vigilance matters	-----	----	----	As A.O.
5	PROFESSORS	As HOD of the concerned Departments.	----	----	As Member of various committees constituted in r/o Academic/ Administ-rative / and other matters	Teaching/ Studio work/ Academic activities and work related to research and other duties as defined by DU & AICTE norms.
6	ASSOCIATE PROFESSORS	----	----	----	As Member of various committees constituted in r/o Academic/ Administ-rative / and other matters	Teaching/ Studio work/ Academic activities and work related to research and other duties as defined by DU & AICTE norms.
	ASSTT. PROFESSORS	----	----	----	As Member of various committees constituted in r/o Academic/ Administ-rative / and other matters	Teaching/ Studio work/ Academic activities and work related to research and other duties as defined by DU & AICTE norms.
	INCHARGE, TRG. & PLACEMENT CELL	----	----	----	----	Senior Faculty In-charge of Placement Cell for placement of students
	INCHARGE, COMPUTER CENTRE	As Incharge of the Computer Centre	----	----	As Member of various committees constituted in r/o Academic/ Administ-rative / and other matters	In charge of computer center.
	PHYSICAL TRAINING INSTRUCTOR	----	----	----	----	all physical activities of student
	STUDIO ASSTT	----	----	----	----	To assist the Faculty & students in day to day activities in institution.
	JR. ARTIST	----	----	----	----	
	DEMONSTRATOR/ TECHNICIAN	----	----	----	----	To assist the Faculty & students in day to day activities in institution.
	DARK ROOM ASSTT.	----	----	----	----	To assist the Faculty & students in day to day activities in institution.
	MECHANIC 'C' GRADE	---				To assist the Faculty & students in day to day activities in institution.
	CARPENTER					To assist the Faculty & students in day to day activities in institution.
	P.S. TO PRINCIPAL					To coordinate the office and liasioning work.
	OFFICE SUPTD.					To supervise the Office working.
	AAO					To supervise the Accounts related issues.

	HEAD CLERK ---					Clerical job
	SR. STENO					Dictation and typing work
	UDC/ CASHIER					Clerical job/ cash duties
	STORE SUPERINTENDENT				In-Charge of Store	All work related to store and purchase of the College.
	LIBRARIAN				As Section In-Charge	As per AICTE norms
	ASSTT. LIBRARIAN				As Section In-Charge	As per AICTE norms
	LDC					Secretarial duties attached to the post/ Typing and Clerical work
	GESTETNER OPERATOR					Handling of duplicating machine and photocopy machine
	DRIVER					To drive official LMV.
	ELECTRICIAN					To maintain electric work
	SWEEPERS					For cleaning
	ATTENDANT					Class IV duties
	CHOWKIDAR					Chowkidar duties
	MALI					Horticulture duties
	FARASH					Class IV duties
	PEON					Class IV duties
	LIBRARY ATTENDANT					Class IV duties