

# **POWERS AND DUTIES OF OFFICIALS**

## **1. Director**

- The Director is the Executive Head and responsible for proper administration of the Institute imparting instructions and maintenance of discipline
- Drawing and disbursing authority is vested with the Director. He has power to incur expenditure in accordance with the procedure laid down by the Board of Governors from time to time.
- He is appointed by Government of India for a period of 5 years. -The Director exercises such other powers and perform such other duties as assigned to him by MoA and Rules and Regulations of the Institute. -He has power to employ technician on short term contract basis within the overall budgetary allocation of the Institute with approval of the Finance Committee.
- He has power to send members of the staff for training or for a course of instructions inside India, as per the terms and conditions laid down by the Board of Governors from time to time.
- All the contracts for an on behalf of the Institute are executed by the Director. -The Director, at his discretion, can constitute appropriate committees.

## **2. Registrar**

- The Registrar is responsible to the Director for the proper discharge of his function.
- He is the custodian of record and the common seal of the Institute and such other Property of the Institute as the Board of Governors commit to his charge.
- He deals with legal matters pertaining to administration.
- He is the Chief Administrative Officer of the Institute and Reporting Officer to all the Administrative officers viz. Dy. Registrar (Accounts), Dy. Registrar (Academic), Assistant Registrar (Establishment) Stores Officer, Assistant Engineer (Estate), Assistant Proctor, Internal Audit Officer, Hostel Manager, Librarian, Medical officer and Security Officer.

## **3. Dy. Registrar (Academic)**

Deals with all academic matters such as admission (UG, PG and Ph.D.), enrollment, issuing of identity cards, maintaining personal record of students admitted, assisting the Dean (Academic) and the Director in preparation and maintenance of academic calendar, conduct of examinations, conduct of convocation, award of degrees, awards, medals, issuing transfer certificate,

migration certificate, bonafide certificate, Grade cards, degrees, and maintaining the record of legal cases arising out of academic matters.

#### **4. Dy. Registrar (Accounts)**

Preparation of Annual budget, revised budget estimates, maintaining every financial transaction, dealing with Income Tax of the employees, Professional Tax and other taxes, disbursement of salary, pension, scholarships, remunerations, contractual amounts, payment against bills. Liaisoning with banks having Institute accounts. Coordinating with CAG, maintaining financial record and to carry out any other duties assigned by the Director. The Dy. Registrar is also carry out the activities such as Supervising, monitoring and providing guidance to the sub-ordinates working in Accounts Section.

#### **5. Internal Audit Officer**

Inspect, examine and audit every bill received by the Accounts Section. Examine the cases having financial implications, received from Administration / Establishment Section. Maintain liaison with CAG. Assist the authorities in interpretation of Service Rules especially where public money is involved.

#### **6. Assistant Registrar (Estt.)**

To deal with all the matters pertaining to personal management / establishment of the staff appointed on regular, temporary, ad-hoc or contractual engagement. Maintain record of every individual on the strength of the V.N.I.T., whether permanent or temporary. Maintain Service Book record and process the matters pertaining to appointment, engagement, promotion, service conditions, disciplinary matters, leave, Leave Travel Concession, Police Verification, deputation of staff on official duties, preparation of salary bills, pension bills and any other matter assigned by the authorities and to supervise, monitor and guide the subordinates working under her, in performance of their duties.

#### **7. Dy. Registrar (Store)**

Procurement of material such as, stationary, liveries, equipment, etc. as per the sanction / approval from the appropriate authority. Maintain updated record of all the purchases and their settlement and to Supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.

## **8. Assistant Registrar (Hostel)**

To maintain the record of all the inmates of the hostels. Deal with maintenance of Hostel buildings, furniture and equipments in the hostels. Maintain the messes. To assist the Wardens and Chief Warden in maintaining discipline in the hostel premises. Guide the students in respect of their accommodation and required logistic support. Establish healthy interaction with the parents of the students and carry out any other duties and responsibilities assigned by the authorities. To deal with the financial transaction pertaining to hostel management and maintain proper record. He is also required to supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.

## **9. Placement Executive**

To maintain the updated record of all enrolled students, provide proctor assistance to Dean (Students Counseling) and Chief Warden and assist the Training & Placement Officer in placement activities, maintain liaison with industries, corporate bodies for arranging training for the students.

## **10. Medical Officer**

To provide medical aid and assistance to the students, staff and their dependents. To meet health emergency on the campus. To supervise and monitor the functions of Physiotherapy Centre, Dental Centre, Pathology Laboratory, Health Club, Yoga Centre and provide guidance to the visiting doctors. To conduct health awareness programs, blood donation camps and also guide the Psychological Counselor and Dietician. To guide the Sanitary Inspector in maintaining hygienic conditions and upkeep of the campus. He is also required to supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.

## **11. Executive Engineer (Maintenance)**

He is responsible for civil maintenance of buildings, roads, water pipelines, bridges, wells, sewage lines on the campus. He shall supervise the work (through Jr. Engineers) of carpenter, mason, plumber and other technicians concerned with civil construction and maintenance. He shall maintain the record of civil maintenance activities on day to day basis. He shall also supervise the work of contractors engaged for civil construction / maintenance work. He shall call tenders / quotations regarding civil construction / maintenance as and when asked for. He shall assist the Coordinator Construction in matters related to civil construction / maintenance. He shall maintain the Estate Maintenance Store and

its record. He is also required to supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.

## **12. Librarian**

He shall maintain the record of the books and journals available in the library and extend the book facilities to staff and students. He shall maintain the record of books under different heads and procure the books as per the requisitions received from the staff and Institute authorities. He shall provide the reading room facility to the staff and students and shall be responsible for security of the books and other material. He shall provide the facilities approved by the Government / Board of Governors such as Social Welfare Book Bank, books from Students' Aid Fund etc. to the needy students. He shall update the library as per requirement. He shall supervise the circulation / transaction through Assistant Librarian and other staff. He is also required to supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.