

ii) Power and Duties of Its Officers and Employees.

Designation	Powers and duties
Principal (Dr. A.S.Pant)	Head of the institute Responsible for all the issues related to running and developing the institute.
Head of Department	Is the senior most faculty of a department and looks after the day to day administrative works of the department
Professor	Teaching, Research, Consultancy, Guidance to PG and UG students, Counseling, Preparing proposal, Major purchase, Assist in administrative industry and Work assigned by higher authorities.
Assistant Professor	Technical, Assistance in research and consultancy, Guidance to UG/PG students, Assistance to professor, Lab development, Administrative and work assigned by higher authority.
Lecturer	Teaching, Testing work, Guidance to students, Co-ordinate students activity, Lab development, Assistance to professor and Assistance professor, Work assigned by higher authorities.
Administrative Officer	Perform the administration work under the direction of the Principal and higher authorities, Supervise the day to day work of office, Work assigned by higher authorities.
Office Superintendent	Supervise the day to day work of office under the guidance of AO, Coordinator for student section and University related works
Librarian	Responsible for all the work related to library, procurement of books, journals, CD's and record keeping.
Rector	Look after the issues related to hostel with assistance from wardens
Warden	Look after the works related to hostel under the guidance of rector
Workshop Superintendent	Overall coordinator for workshop activities, Incharge for central stores, Vehicle incharge.
System Analyst	Looks after all the work related to computational facilities like networking, computer maintenance, internet and intranet etc.
Store keeper	Looks after central stores, book keeping for central purchases.