

(Manual - 2)

Powers and Duties of Officers and Employees

S.No.	Designation	Powers and Duties
1.	Chairman	<p>The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of the their members to be Chairman of the meeting</p> <p>In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall, after considering, the opinion of the Principal of the College, takes such action subject to these 'Rule' as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting or approval and confirmation.</p>
	Treasurer	<p>The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII (4) (1) to supervise the receipts and expenditure of the Governing Body. The treasurer shall be responsible for the proper maintenance of its accounts.</p> <p>The Treasurer shall advice the Governing Body in regard to its financial policy.</p> <p>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 Estimate and the Annual Statement of Accounts.</p> <p>The Chairman and the Treasurer acting jointly shall be authorized to sign all contact on behalf of the College subject to Clauses 6 of the Memorandum of Association.</p> <p>The Treasurer shall be custodian of the funds and securities of the college.</p> <p>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.</p> <p>All suits and proceedings by or against the college affecting property, investment and other financial matter, shall be filed and defended in the name of the Treasurer.</p> <p>The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.</p>

3.	Principal	<p>The principal being the Head of the College under the Act is the Chief Executive Officer of the College.</p> <p>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.</p> <p>The Principal shall not accept the membership of the Governing Body of any other College of the University of Delhi.</p> <p>The Principal shall, in addition to his duties as Principal be also required to undertake teaching work in the College or the University.</p> <p>The Principal shall be responsible for the organization of teaching and co-curricular activities of the College.</p> <p>The Principal shall sanction increments to the nonteaching staff according to the rules except that in cases where the increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body.</p> <p>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.</p> <p>The Principal shall sanction all types of leave, excepting Study Leave and leave without pay to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.</p> <p>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.</p> <p>Subject to control by the Governing Body the Principal shall in addition to his other powers and functions</p> <ol style="list-style-type: none"> (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. <p>The Principal will decide the policies regarding Examination (College), promotion and admission to the College after consultation with the Staff Council as constituted under Ordinance XVIII(6).</p> <p>The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the</p>
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		<p>basis of the recommendations of the Committee of teachers constituted for the purpose.</p> <p>The Principal, in order to keep the members of the Governing Body informed of the progress of statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads As per model rules, constitutions, rules and regulations of Governing Bodies.</p>
4.	Bursar	The Governing Body on the recommendations 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 the Treasurer, manage the domestic and internal finances of the College.
5.	Teachers (Assistant Professor/ Associate Professor / Professor	Teaching , Research, mentoring, counseling of the Students including examination and administrative duties assigned to them from time to time
6.	Librarian	Overall in charge of Library and to ensure the availability of required books and journals for the benefit of the students of the college. To ensure the proper custody of the books and journals and other materials.
	Administrative Officer	Supervision of Administration
	Section Officer (Admn.)	To supervise the administrative matters and assist Principal wherever required.
	Section Officer (Accounts)	To supervise Finance and Accounts and to assist Principal wherever required.
	Senior Personal Assistant	Secretarial duties in Principal's office
	Senior Assistant	To handle routine correspondence and assist the Section Officer in day-to-day work assigned from time to time and to maintain the service records of the staff members
	Professional Assistant	To maintain the library records
12.	Assistant	To assist the Senior Assistant and to maintain records, files and other work as assigned from time to time.

13.	Semi Professional Assistant	To look after issuance and return of books
14.	Caretaker	Look after the maintenance of the college building including electrical, civil, water supply and sanitation work and supervision
15.	Laboratory Assistant	To assist teachers in the conduct of practical and laboratory records and their maintenance
16.	Driver	To drive the official staff car, to maintain the staff car and to keep records of the log book, petrol register, etc.
17.	Gestetner Operator	To operate photocopying machine and duplicating machine, to keep the machines in order and to maintain the records of the same.
18.	Daftri	To do the filing work, to assist in the binding work, if required and other work assigned from time to time.
19.	Laboratory Attendant	To do dusting and other assigned works
20.	Library Attendant	To do dusting and other assigned works.
21.	Office Attendant	To do dusting and other assigned works.
22.	Mali	To carry out the gardening work and other related works
23.	Waterman	To do works as assigned from time to time.
24.	Safai Karamchari	To do the cleaning work and other related sanitation works assigned from time to time.
