

Manual 2

Powers and duties of officers and employees of [Section 4(1)(b)(ii)] updated 01032008

Sr.No.	Designation of Post	Powers & Duties
1	Hon'ble Chancellor	As prescribed U/s 9 Mah. Uni. Act. 1994
2	Vice Chancellor	As prescribed U/s 14 Mah. Uni. Act. 1994 standard code Rule 1984,statutes,ordinances, finance code, direction, Govt rules
3	Pro Vice Chancellor	N.A.
4	Registrar	As prescribed U/s 17 Mah. Uni. Act. 1994 ,standard code Rule 1984,statutes, ordinances,finance code, direction, Govt rules
5	Controller of Examinations	As prescribed U/s 18 Mah. Uni. Act. 1994, Ordinance, direction
6	Director of B.C.U.D.	As prescribed U/s 16 Mah. Uni. Act. 1994
7	Librarian	As prescribed U/s 19 Mah.Uni.Act.1994
8	Deputy Librarian	As Prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time.
9	Asstt. Librarian	As prescribed in Standard Code Rules 1984 in Form No.5 Duties prescribed by Superior or Registrar from time to time.
10	Information Scientist	As prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time.
11	Finance and Accounts Officer	As prescribed U/s 20 Mah.Uni. Act. 1994 finance code,ordinances, direction
12	Director of Student Welfare	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties assigned by superior or registrar from time to time
13	Director of Adult Education	As prescribed U/s 22 Mah. Uni. Act. 1994 duties assigned by superior or Registrar from time to time
14	Director of Sports	As prescribed U/s 20 Mah. Uni. Act. 1994 Duties prescribed by superior or Registrar from time to time
15	Executive Engineers	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
16	Co-ordinator B.C. Cell	On prescribes in UGC guideline & duties prescribed by superior or registrar from time to time
17	Dy. Registrar. (Academic)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
18	Dy. Registrar. (Eligibility)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
19	Dy. Registrar. (Exam)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
20	Dy. Registrar. (Admn.)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time

21	Dy. Finance Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
22	Dy. Librarian	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
23	Dy. Engineer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
24	System Annalist	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
25	Programmer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
26	Asst. Registrar	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
27	Asst. Registrar (Audit)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
28	Asst. Finance Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
29	Law Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
30	Medical Officer	To regulate Dept. 1. Sanction the Leave 2. Issue 3. Maintain CR of employee. 4. Checking daily patient. 5. Purchase of Medicine and maintain Stock registrar 6. To issue the Medical Certificate.
31	Public Relation Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
32	P. A. to V. C.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
33	Asst. Resi. Engineer.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
34	Asst. Director of Sports	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
35	Section Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
36	Garden Supdt.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
37	Hostel Supdt.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
38	Jr. Engineer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time

39	Jr. Engineer (Electrical)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
40	Jr. Engineer (Civil)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
41	Steno (H.G.)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
42	Cashier	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
43	Asst. Section Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
44	Asst. Auditor	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
45	D.T.P. Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
46	Steno (L.L.)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
47	Store Keeper	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
48	Health Center Nurse	Registration of New Patient 1. Give Case Paper.2 Attend female patient. 4. Maintain Case Papers of patients & T.C. Register, Challan, Sonography Register, Medical of Boys & Girls Hostel, Central School Register 5. Give the injection to patient.
49	Technical Assistant	Dispense Medicine to Patient. 2 Medicine purchase, Maintain following Register. 1.Medicine purchase Register 2.Patient Treatment Register 3. Consumable stock Register. 4. Dead stock register. 5. Expired medicine register. 6. Maintenance & repairs register. 7. Fogging machine Register. 8. Treatment charges fee deposited by challan register 9. All officials records & documents.
50	Lab Technician (Pathology)	Sample collection & performing patho. Test & give Pathology Report. Maintain following register 1.Lab Collection & Test report register 2.Consumable stock register 3. Expired Reagent Register 4. Purchase reagent.
51	Trained attendant	1.To keep clean Health Center 2. Watering the Health Centre plants. 3.Dressing 4. Assist ECG , X-ray 5.To post various documents to other Departments 6. Deposit TC challan in the Bank 7. All official labour works.
52	Data Entry Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
53	Draftsmen	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
54	Survey	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time

55	Artist Modular	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
56	Asst. Hostel Suptd.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
57	Godown Keeper	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
58	Asst. Store Keeper	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
59	Compounder Cum Clerk	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
60	Tech. Asst. (Photo)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
61	Forman	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
62	A/C. Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
63	Proof Reader	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
64	Steno Typist	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
65	Pump Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
66	Sr. Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
67	Jr. Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
68	Painter	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
69	Carpenter	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
70	Driver	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
71	Plumber	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
72	Gawandi	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
73	Cook	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time

74	Blacksmith	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
75	Tel. Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
76	Wireman	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
77	Mali	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
78	Xerox Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
79	Cyclostyle Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
80	Asst. Cook	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
81	Peon / Hamal	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
82	Guest House Attendant	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
83	Hostel Attendant	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
84	Information Scientist	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
85	Library Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
86	Book Binder	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
87	Tech. Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
88	Lab Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
89	Lab Attendant	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
90	Rector	Hostel admission and other Activities