

MANUAL -2						
Powers and duties of Officers and Employees						
[Section 4(i) (b) (ii)						
Powers and duties of Officers and Staff						
Sl.No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Vice Chancellor	yes	yes	yes		Vice-Chancellor is the Executive Authority of the University, shall give effect to the direction and order of the Chancellor including the appointment, dismissal and suspension of the officers appointed by the Chancellor and exercise general control over the affairs of the University. The Vice-Chancellor be responsible for the discipline of the University and shall
2	Director, C.D.C.	yes	No	yes		Wholetime Officer of the C.D.C and exercise such powers and perform such duties as may form time to time be assigned to him by the Syndicate and the Vice-Chancellor.
3	Registrar	yes	yes	yes		Wholetime Officer of the University and be the head of the University Office shall act as a Secretary to Syndicate and the Academic Council of the University. Registrar shall manage the properties and investments of the University, remain in custody of the properties and funds of the University.
4	Comptroller of Finance	No	yes	yes		Exercie General supervision of Fund,to responsible for the proper investment of the funds of the University and the wholetime Officer of the University.

5	Controller of Examination	yes	No	yes		The Controller of Examination shall devote his whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Syndicate and the Vice-Chancellor.
6	Deputy Registrar	No	No	No		The Deputy Registrar shall devote his whole-time to the duties of his office and shall exercise such power and perform such duties as may from time to time be assigned to him by the Syndicate, the Vice-Chancellor and the Registrar.
8	Development Officer	No	No	No		Development Officer of his office and shall be responsible to the Vice-Chancellor for formulation of the development plans of University and in taking steps for their effective implementation.

9	Librarian	No	No	No	<p>Collecting and cataloging library resources including books, films, and publications. Maintaining library records and ensuring they are up to date. Performing regular audits of the information and inventory on file. Educating patrons on how to properly search for information using the library databases. Managing budgeting, planning, and employee activities. Overseeing the check-out process for books and other resource materials. Clarifying the use of library amenities and providing information about library policies. Ensuring the library meets the needs of precise groups of its users, including postgraduate students and disabled students and shall exercise such power and perform such duties as may from time to time be assigned to him by the Vice-Chancellor and the Registrar.</p>
10	Administrative Officer	No	No	No	<p>The Administrative officer shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor and Registrar.</p>
11	Asistant Registrar	No	No	No	<p>The Assistant Registrar of shall devote their whole time to the duties of his office and shall perform such duties and exercise such power as may from time to time be assigned to him by the Syndicate and the Vice-Chancellor and Registrar.</p>

13	Asst.Controller of Examination	No	No	No		The Assistant Controller of Examination shall devote their whole time to the duties of his office and shall perform such duties and exercise such power as may from time to time be assigned to him by the Syndicate and the Vice-Chancellor and render such assistance to the Controller of Examination and the Registrar as may be necessary in the performance of his duties.
15	Accounts Officer	No	yes	No		The Accounts officer shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar and Comptroller of Finance.
16	Budget & Accounts Officer	No	No	No		The Budget-cum-Accounts Officer/Accounts Officer/Budget Officer shall generally render such assistance to the Comptroller of Finance in the performance of his duties and exercise such power and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, the Registrar and the Comptroller of Finance.
17	Secretary to V.C	No	No	No		The Secretary to Vice-Chancellor shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor and Registrar.

18	Medical Officer	No	No	No	Medical Officers, are physicians who are typically in charge at hospitals. Medical Officers serve as advisors on health issues and disease control, provide medical support, discover inconsistencies and investigate problems.
19	Assistant Engineer	No	No	No	Assistant Engineer shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor and Registrar.
20	Asst. Librarian	No	No	No	Asst. Librarian is responsible for maintaining the records of the books and issuance. Asst. Librarian shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor and Registrar & Librarian.
21	System Incharge (Comp. Centre)	No	No	No	System Incharge (Comp. Centre) shall control the internet network, wifi network, cctv network, biometric, online admission monitoring, data uploading in website, nad digilocker marksheet and certificate uploading, g-suit admin, Gem Master trainer.
22	Physical Education Officer	No	No	No	Physical Education Officer shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor and Registrar.

23	Programmer,(Computer Centre)	No	No	No	Controlling the internet network, wifi network, cctv network, biometric, online admission monitoring, data uploading in website, nad digilocker marksheet and certificate uploading, g-suit admin, Programmer,(Computer Centre). Programmer shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar & C.O.E.
24	Placement Officer (MBA)	No	No	No	Placement Officer (MBA) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar & Chairman P.G. Council.
25	Micro Analyst (Life Sc.)	No	No	No	Micro Analyst (Life Sc.) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar,Chairman P.G. Council & H.O.D Life Sc..
26	Technician for S.P.Analysis(L.Sc.)	No	No	No	Technician for S.P.Analysis(L.Sc.) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar,Chairman P.G. Council & H.O.D Life Sc..

27	Curator (History)	No	No	No	Curator (History) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar, Chairman P.G. Council & H.O.D History.
28	Technical Asst. (DCA)	No	No	No	Technical Asst. (DCA) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar, Chairman P.G. Council & H.O.D.
29	Office Superintendent	No	No	No	Office Superintendent shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor & Registrar.
30	Section Officer	No	No	No	Section Officer shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor & Registrar.
31	S.O.,Steno Unit	No	No	No	S.O.,Steno Unit shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor & Registrar.

32	Personal Assistant	No	No	No	Personal Assistant shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor & Registrar.
33	Manager (Guest House)	No	No	No	The main job responsibility for a guest house manager is to supervise support staff, such as cooks and housekeepers, and direct their daily duties. The guest house manager is responsible for keeping track of lodging inventory and cleanliness. Additional professional duties include maintaining records of incoming and outgoing guests, double-checking guest house maintenance work, and attending to guests' personal requests. Manager (Guest House) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor & Registrar.
34	Technical Asst. (Env. Sc.)	No	No	No	Technical Asst. (Env. Sc.) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor Registrar & H.O.D. Env. Sc..
35	Type Supt. Level-I	No	No	No	Type Supt. Level-I shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor Registrar.

36	Junior Engineer (Civil/Electrical)	No	No	No	Junior Engineer (Civil) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor Registrar.
38	Computer Operator (Comp. Centre)	No	No	No	Computer Operator (Comp. Centre) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
39	Laboratory Assistant	No	No	No	Laboratory Assistant shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar, H.O.D..
40	Senior Assistant	No	No	No	Senior Assistant shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
41	Senior Stenographer	No	No	No	Senior Stenographer shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.

42	Type Supt. Level-II	No	No	No	Type Supt. Level-II shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
43	Auditor	No	No	No	Auditor shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
48	Asst. Storekeeper	No	No	No	Asst. Storekeeper shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
52	Technical Asst.	No	No	No	Technical Asst. shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
53	Field Asst. (Earth Science)	No	No	No	Field Asst. (Earth Science) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar & H.O.D. Earth Sc..

54	Statistical Asst.(Spl.Cell)	No	No	No	Statistical Asst.(Spl.Cell) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
55	Staff Nurse (Health Centre)	No	No	No	Staff nurse provides high-quality care to employees of University, Student, residents, Public or patients in a hospital. They are responsible for initial patient assessment, monitoring patients' vital signs, and nurturing patients to recover.
56	Surveyor-cum-Draftsman (History)	No	No	No	Surveyor-cum-Draftsman (History) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
57	Senior Grade Typist	No	No	No	Senior Grade Typist shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
58	Senior Recorder	No	No	No	Senior Recorder shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.

60	Pharmacist (Health Centre)	No	No	No	Pharmacists are professionals who dispense medications and offer expertise in using them safely and living healthier lives. Pharmacists also provide health screenings immunizations against diseases and oversee how much medication patients take each day.
62	Driver (Heavy Vehicle)	No	No	No	Driver (Heavy Vehicle) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
63	Professional Assistant	No	No	No	Professional Assistant shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
65	Section Cutter(Earth Science)	No	No	No	Section Cutter(Earth Science) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar,H.O.D. Earth Sc..
67	Technician Grade-B (USIC)	No	No	No	Technician Grade-B (USIC) shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.

70	Junior Assistant	No	No	No	Junior Assistant shall devote their whole time to the duties of his office and shall exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, Registrar.
73	Driver(Light Vehicle)	No	No	No	Driver's main responsibility is to safely transport and Proper cleanliness and maintenance of Car, maintenance of Log book, records of petrol consumed/taken and other prescribed records are also part of his/her duties. He/she is also responsible to get servicing/repair of cars done under his/her direct supervision, wherever required.
76	Library Attendant	No	No	No	Searching of slip and and issue of books, journals and the collection of books for Amendment from different officers. Arrange of books in every Almirah's systematically. Preservation and arrangement of loose part of journals, from books of the Central and State Acts for binding and rebinding and any other work as directed by the Librarian.
77	Laboratory Attendant	No	No	No	Labrotary Attendant is responsible in the housekeeping and inventory maintenance of the laboratory. He/She works under immediate supervision to perform routine and semiskilled work in the collection, preparation and distribution of field samples, maintenance of laboratory equipment and glassware. Maintain chemical store.

79	Head Mali	No	No	No		To supervise the work of Malis and Muliias working under him. To take care of garden/park/avenue site,etc. To take daily attendance of Malis wotking under him.
80	Duftary	No	No	No		To attand to all types of roneo works. To bind and stich all new and old registers. To seal all confidential letter and files,etc. To carry daily Government letters, registered letter, parcel, etc. to post office for despatch. To attend to any other official work assigned to him by the officer, S.O or Superitendent.
81	Mali	No	No	No		To plant and graft fruit trees. To weed garden, manure plants and trees. To water lawn, decorative plants and other fruit trees. To arrange flower beds.To prepare seedlings, to attand to all connected work in garden, park, etc. as per direction of their superior.
82	Matron Ladies Hostel	No	No	No		Matron is required to perform the duties of the hostel office, handle email communications with residents, parents, wardens, principal etc. Ensure discipline in the hostel, maintenance of hostel inventory, cleanness and maintenance of premises of hostel block.

83	Jamadar to VC	No	No	No	Letter place before the VC after putting date stamp. To arrange papers and files on the table, to remain in attendance at the office room of VC. To attend to any other official work that may be entrusted to him by the VC.
88	Work Shop Attendant (USIC)	No	No	No	Maintain, distribute and arrange the storage and repair of all materials components and specialist equipment in workshops. Assist in the design, construction and maintenance of workshop demonstrations. Take responsibility for the security of workshops, tools, equipment and any materials used within the workshop areas and to attend to any other official work assigned to him by the officer, Superintendent
89	Peon	No	No	No	To carry files, daks, official papers and books, etc. as and when required. To take signature pad from issue Branch to concerned officer for signature. To attend to any other official work of the officer he is attached to.
90	Watchman	No	No	No	To keep a watch over the office premises. To open and close different rooms and halls used as offices before and after working hours, respectively.

91	Sweeper	No	No	No	To sweep and wash the allotted office room and clean courtyards and other premises of the University. To wash and clean lavatories, washing basins and urinals and spray disinfectant supplied for the purpose. To attend to any other official work as may be assigned to him from time to time by his official superior.
92	Electrical Helper	No	No	No	Electrician helpers assist senior electricians with basic electrical systems installation, repair, and maintenance. They perform the more routine tasks of the electrical trade, taking direction from – and under the supervision of – the senior electrician.
93	Cleaner Central Library	No	No	No	Responsible for floor care, performing various surface tasks, including vacuuming, mopping, sweeping, and spot-cleaning carpets of all office areas. Responsible for the maintenance of tables, chairs, and counters, carrying out tasks such as dusting, spraying, and cleaning. To attend to any other official work assigned to him by the Librarian, officer, S.O or Superintendent.