

MANUAL 3 : POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

| Designation | Powers and Duties |
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| Bursar | The Bursar, who is a member of the Teaching Staff, shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College, and shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the College. |
| Administrative Officer | The Administrative Officer, being head of the Administrative and Accounts Branch, is responsible to supervise and coordinate the working of administrative and accounts sections and to do the work assigned by the Principal from time to time. |
| Sr. P.A. to Principal | To assist the Principal in day-to-day secretarial work and to do the work assigned by the Principal from time to time. |
| Section Officer (Admn.) | To supervise and do the work of administrative office and to do the work assigned by the Principal from time to time. |
| Section Officer (Accounts) | To supervise and to do the work of Accounts Section and to do the work assigned by the Principal from time to time. |
| Sr. Assistant | Maintenance of Service Books, Stores and Assets Registers. Deal with statistics, fixation of pay of Teaching and Non-Teaching Staff, Liveries to Class IV staff and any other work assigned by the Adm. Officer/S.O. (Admn.). |
| Assistants | Day to day students dealing work, updating the students and staff data base, to deal with day to day accounts work as well as work related to superannuation and leave record of the staff, and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts). |
| Jr. Assistants | Day to day typing work and dealing at designated counters for specific purposes and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts). |
| Daftries | To maintain the office records and to deal with diary and dispatch work and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts). |

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| Electrician | To deal with all repair and maintenance of electrical work of the college and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts). |
| Office Attendants | Attending to day to day college work related to delivery of mail, catering water whenever required and dusting and cleaning work and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts). |
| Waterman | Catering of water etc. whenever required and to do other miscellaneous work like filling up of water containers and room coolers and dusting etc. and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts). |
| Safai Karamcharies | Cleaning of the college building premises and offices and any other work assigned by the Administrative Officer/S.O. (Admn.)/Section Officer (Accounts). |
| Chowkidar | To guard the college property and premises |
| Librarian | Overall supervision and control of the college library work including purchase of books in coordination with the Library Committee and any other work assigned by the Principal from time to time. |
| Semi Professional Assistants | Distribution and classification of books and any other work assigned by the Librarian from time to time. |
| Jr. Library and Information Assistant | Issue of books to students and staff as well as clerical assistance to the Librarian and any other work assigned by the Librarian from time to time. |
| Library Attendants | Maintenance and cleanliness of library, issue of books to the students and staff including tooling and other allied work and any other work assigned by the Librarian from time to time. |