

(Annexure – 2)
Powers and Duties of Officers and Employees

| S.No. | Designation | Powers and Duties |
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| 1. | Chairman | 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 their members to be Chairman of the meeting 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, take 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 for approval and confirmation. |
| 2. | Treasurer | As per model rules, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963). |
| 3. | Principal | As per model rules, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963). |
| 4. | Bursar | As per model rules, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963). |
| 5. | Teachers (Assistant Professor/ Associate Professor) | To impart education, mentoring, counseling. |
| 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. |
| 7. | Section Officer (Admn.) | To supervise the administrative matters, and assist the Principal wherever the administrative help is required. |
| 8. | Section Officer (Accounts) | To supervise Finance and Accounts. |
| 9. | Senior Personal Assistant | To assist the Principal in the day-to-day routine activities. To assist the Principal in the conduct of the meetings and take down the minutes of the meetings. |
| 10. | 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 |
| 11. | Professional Assistant | To maintain the library records |

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| 12. | Assistant | To assist the Senior Assistant and to maintain records, files and other work as assigned from time to time. |
| 13. | Junior Assistant | To assist the Assistant and to maintain records, files and other work as assigned from time to time. |
| 14. | Semi Professional Assistant | To look after issuance and return of books |
| 15. | Caretaker | To look after the maintenance of electrical, civil, stationary, water installation and supervision of normal building repairs and any other work assigned from time to time. |
| 16. | Physiotherapist | Treatment of injured and ensuring maintenance of machines in the Medical Centre. |
| 17. | Staff Nurse | First-Aid and treatment of sick people as per the advice of Medical Officer-cum-Associate Professor. |
| 18. | Senior Training Assistant | To assist teachers in the conduct of practical and laboratory records and other work as assigned from time to time. |
| 19. | Junior Training Assistant | To assist Senior Training Assistant/Teachers in the conduct of practical and laboratory records and other work as assigned from time to time. |
| 20. | Weight Training Assistant | To assist Students in the Gym for Weight Training and other work as assigned from time to time. |
| 21. | Laboratory Assistant | To assist Senior Training Assistant/Teachers in the conduct of practical and laboratory records and other work as assigned from time to time. |
| 22. | Driver | To drive the official staff car, to maintain the staff car and to keep records of the log book, petrol register, etc. |
| 23. | Gestetner Operator | To operate photocopying machine and duplicating machine, to keep the machines in order and to maintain the records of the same. |
| 24. | Daftri | To do the filing work, to assist in the binding work, if required and other work assigned from time to time. |
| 25. | Laboratory Attendant | To do dusting and other assigned works |
| 26. | Training Attendant | To do dusting and other assigned works |
| 27. | Library Attendant | To do dusting and other assigned works. |
| 28. | Office Attendant | To do dusting and other assigned works. |
| 29. | Groundman/Sports Fieldman | To carry out the gardening work and other related works |
| 30. | Safai Karamchari | Outsourced. |
| 31. | Security Guard | Security on Gate with different type of checks through Registers. |
