

**Power and Duties of Employees, Rules/Orders under which Powers and Duties are Derived, Exercised, and Work Allocation**

The broad duties and responsibilities of Administrative Officers are as follows:

1. Joint Registrar (Admin)

- Manages correspondence with the Ministry of Education and external agencies.
- Oversees general administration and supervision of the Institute.

2. Deputy/Assistant Registrar (Finance & Accounts)

- Supervises Accounts Section and provides guidance to subordinates.
- Prepares and presents the Annual Budget, and manages financial matters including Grant-in-aid, taxation, and salary disbursements.

3. Deputy Registrar (Establishment)

- Handles personnel management, including appointments, promotions, and service records.
- Manages service books, salary bills, and staff deputation.

4. Deputy Registrar (Stores & Purchase)

- Oversees procurement processes and maintains purchase records.
- Supervises and guides subordinate staff.

5. Assistant Registrar (Student Section)

- Manages student enrollment, records, and issuance of certificates.
- Handles reconciliation of academic fees and scholarships.

6. Assistant Registrar (Exam Cell)

- Oversees the conduct of examinations and convocation.
- Manages the award of degrees and related academic records.

7. Assistant Registrar (Academic)

- Coordinates academic admissions (UG, PG, Ph.D.) and maintains the academic calendar.
- Assists the Dean (Academic) and Director in academic matters.

8. Assistant Registrar (Dean P&D and TPO)

- Assists in infrastructure development and oversees the Training & Placement Office.
- Liaises with companies for student recruitment drives.

9. Sr. Technical Officer (IT) (System Administrator)

- Leads the Systems and Networks Division, managing campus-wide IT infrastructure, including networks and security.
- Oversees software licensing and computing facilities.

10. Sr. Technical Officer

- Leads the Applications & Services Division, managing the Institute's website, email, and other IT services.

- Develops in-house applications and manages internet access authentication.

11. Medical Officers

- Provide healthcare services to employees and students.
- Ensure the well-being of the campus community through regular health check-ups and medical advice.

12. Security Officer

- Ensures campus safety, including fire prevention and road safety.
- Promotes a secure environment for students, staff, and visitors, with a focus on women's safety and support for disabled individuals.

13. Students Activity & Sports Officer (SAS Officer)

- Organizes and oversees all sports related student activities, including sports events, ensuring broad participation and smooth conduct.
- Manages sports facilities, coordinates with coaches, and promotes a healthy lifestyle among students through regular sports and fitness programs.