

## CHAPTER - IV

### (Norms set up for the discharge of functions)

The Department has no separate norms for discharge of its functions. However, the guidelines set out in the Secretariat and the Rules and Regulations followed by all the other Departments as well as the Guidelines issued by All India Council for Technical Education (AICTE) are adhered to by this Department also.

1	<b>PRINCIPAL:</b> (Head of Institution)	Over all control of the Institution – Taking decision within the powers delegated to a Head of Dept., Administration – Service matters etc., and to deal with the Accounts/Cash/Bills etc., Delegated with Drawing and Disbursement Officer's powers
2	<b>OFFICE SUPERINTENDENT:</b>	Head of Office (1.Establishment, 2. Accounts Section )
3	<b>ASSISTANT:</b>	To deal with the section works allocated to them
4	<b>UPPER DIVISION CLERK:</b>	To deal with the section works allocated to them
5	<b>LOWER DIVISION CLERK:</b>	To deal with the receipts and dispatch and other works allotted to them.
6	<b>STOREKEEPER:</b>	To deal with the Stores section/purchase etc.
7	<b>STENOGRAPHER:</b>	To deal with the section works allocated
8	<b>DRIVER:</b>	To perform driving of office vehicles and report on maintenance
9	<b>MTS(G)/MTS (Security)/MTS (House Keeping)</b>	To assist as office bearers and to attend sundry works and to maintain cleanliness/sanitation etc.
10	<b>HEAD OF DEPARTMENT: (of various Diploma Courses)</b>	Head of Academics (Technical) in each Department offering Diploma courses in the Institution
11	<b>LECTURER:</b>	To perform teaching & assessment as per curriculum, and perform other duties as per AICTE guidelines
12	<b>WORKSHOP / LABORATORY INSTRUCTOR:</b>	To render assistance to Lecturers in Laboratory sessions, and to assist in laboratory maintenance & material procurement/management

13	<b>LABORATORY ATTENDER:</b>	To render all supportive tasks to Lecturers & Laboratory Instructors in conducting Laboratory sessions
14	<b>PHYSICAL DIRECTOR:</b>	Head of Sports section, to provide physical education & sports activities to the students for their physical fitness
15	<b>LIBRARIAN:</b>	To perform the role Overall incharge of Library, viz. purchase of books, magazines, journals, newspapers, etc. and maintain their issue/return /disposal.