

## Manual – 2

### Powers and Duties of Officers and Employees

S.No.	Designation	Powers and Duties
1.	Chairman	<p>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 the their members to be Chairman of the meeting</p> <p>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, takes 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 or approval and confirmation.</p>
2.	Treasurer	As per model rules, constitutions, 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, constitutions, 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, constitutions, 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 Prof./ Associate Prof.)	To impart education, mentoring, counseling, and participate in admission examination and evaluation works as per the EC resolution of University of Delhi.

BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

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 and help in day to day running of library.
12.	Assistant	To assist the Senior Assistant and to maintain records, files and other work as assigned from time to time.
13.	Semi Professional Assistant	To look after issuance and return of books
14.	Caretaker	To look after the maintenance of electrical, civil, work and water installation and supervision of normal building repairs and any other work assigned from time to time.
15.	Laboratory Assistant	To assist teachers in the conduct of practical and maintain laboratory records.
16.	Driver	To drive the official staff car, to maintain the staff car and to keep records of the log book, petrol register, etc.
17.	Gestetner Operator	To operate photocopying machine and duplicating machine, to keep the machines in order and to maintain the records of the same.
18.	Daftri	To do the filing work, to assist in the binding work, if required and other work assigned from time to time.

BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

19.	Laboratory Attendant	To do dusting and other assigned works
20.	Library Attendant	To do dusting and other assigned works.
21.	Office Attendant	To do dusting and other assigned works.
22.	Mali	To carry out the gardening work and other related works
23.	Waterman	To do works as assigned from time to time.
24.	Safai Karamchari	To do the cleaning work and other related sanitation works assigned from time to time.

\*\*\*\*\*