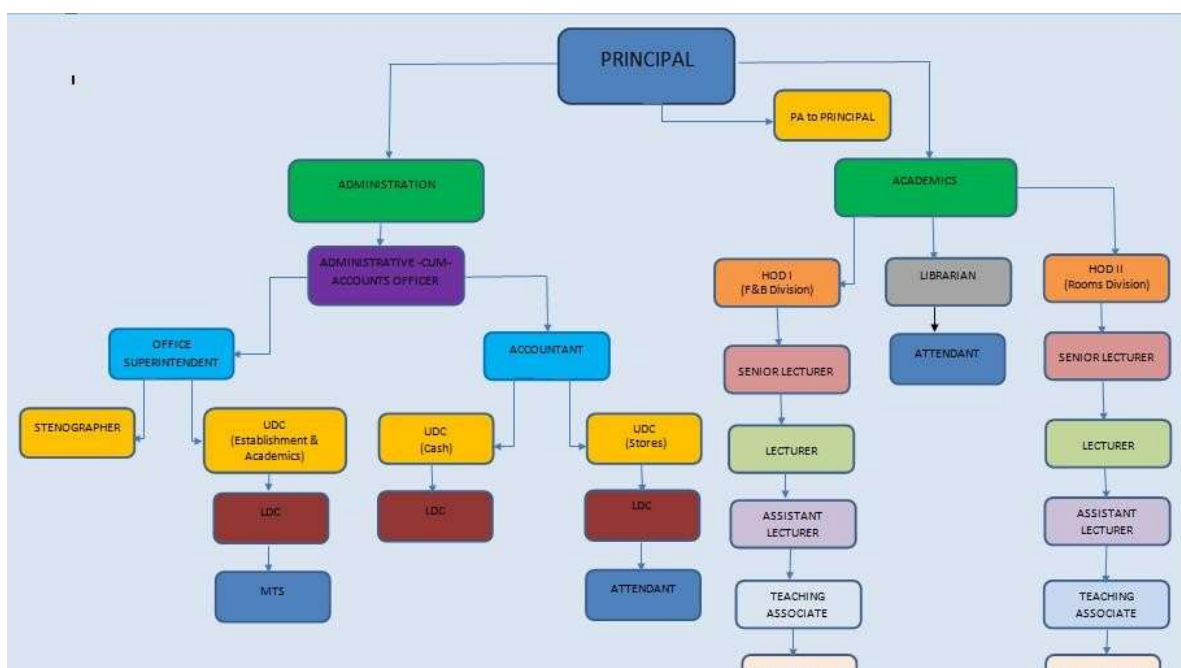


Chapter 3

Powers and Duties of Officers

The powers and duties of the officers of the CIHM Gwalior are governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of the institute. Principal in the institute is authorized to sign sanction orders and convey the decisions of the CIHM. The Administrative-cum-Accounts Officer (AAO) heads the administration and is mainly entrusted with general administration and finance matters of the institute. The HODs are mainly responsible for maintaining academic discipline of the institute including development of various short course curriculums, time tables, conduct of examinations, coordination with faculty and administration, student feedback etc. The detail organizational chart along with duties and responsibilities of faculty and staff at various levels are available in the link below.

Organisational Chart



Duties and Responsibilities

Principal:

- a) Principal is academic and executive officer of the Institute and responsible for proper administration and finance, discipline, teaching etc. as per Bye-laws, Memorandum of Association, and Rules and Regulations of Society and within the powers vested/delegated to him by the Board of Governors/ Central Government.
- b) Custodian of records and Society's funds and other immovable/movable assets of the Society.
- c) As Secretary of the Board of Governors and Executive Committee respectively, he is responsible for arrangement of meetings. To inform Government for filling up vacant posts in BOGs or Executive Committee.
- d) Initiate faculty Development/Research/ Experimentation in close association with the Heads of Academic Departments and submit periodic feedback to National Council for Hotel Management and Catering Technology and the Ministry. Also sponsor employees from administrative cadres including PA for Cash & Accounts training and other refresher courses by IST&M, New Delhi through NCHMCT.
- e) Such other duties as may be entrusted to the incumbent by the Executive Committee/Board of Governors and Government of India from time to time.

Head of Department:

- a) Teaching as assigned by the Principal from time to time.
- b) Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards, records, all equipments, tools and materials with the Department, regular departments meetings with minutes recorded for discussions with the Principal, assistance to the Principal in the maintenance of staff and students discipline, innovation of programmes to strengthen the Institute's national and international reputation.
- c) Assist Principal in R&D activities for improving quality of teaching of service to the industry and community.
- d) Overall charge of the Labs and other working areas concerned, involvement in the purchase of equipment items etc. both in matter of indenting, tendering and conduct of Purchase Committee meetings.

- e) Arranging of training and welfare of students and such other duties/responsibilities as may be entrusted from time to time.
- f) To work for 8 to 10 hours per week in Administration Department of the Institute.

Senior Lecturer-Cum-Senior Instructor:

- a) To take classes (theory and Practical) under overall supervision of the academic HOD.
- b) Responsible for equipment/ material under his charge.
- c) To assist the Principal/academic HOD in research work, quality improvement programmes and guide the junior staff.
- d) Such other duties and responsibilities as may be assigned to him from time to time.
- e) To supervise research work project assignments.
- f) To work for 5 to 8 hours per week in Administration Department of the Institute.

Lecturer-Cum-Instructor:

- a) To take classes (Theory and Practical) as required by academic HOD concerned.
- b) To assist the Sr. Lecturer cum Sr. Instructor in various spheres of his duties.
- c) To provide guidance to Asstt. Lecturer cum Asstt. Instructors.
- d) Involvement in research work under the supervision of senior faculty members and perform such other duties and responsibilities as may be assigned to him from time to time.
- e) Such other duties and responsibilities as may be assigned to him from time to time.
- f) To work for 2 to 4 hours per week in Administration Department of the Institute.

Asstt. Lecturer-Cum-Asstt-Instructor:

- a) To take classes both (Theory and Practical) and checking of students journals as required.
- b) Responsible for equipment and material under his charge.
- c) Make arrangements for conduct of theory and practical classes with the assistance of Attendants including maintenance and safe custody of equipment items and stocks thereof.
- d) Such other duties and responsibilities as may be assigned to him from time to time.

Administrative-Cum-Accounts Officer:

- a) To render suitable assistance to the Head of the Institute in all administrative, financial and other accounts matters.
- b) Supervision of General Office, Accounts and Budget work and assisting Principal in holding meetings of the Board, Executive Committee etc.
- c) Overall supervision in respect of proper utilisation and upkeep including payment of taxes in respect of lands and buildings belonging to the Institute.
- d) Organise purchases of Stores/Equipment etc. under the supervision of the Principal and in association with the concerned faculty staff.
- e) Supervision of Security arrangements with security staff.
- f) Processing of RTI matters.
- g) To float tender and preparation of tender documents including terms & conditions of A.M.C.
- h) Calculation of tax and processing of form-16
- i) Audit of accounts and appointments of auditors.
- j) Such other duties and responsibilities as may be assigned to him from time to time.

Office Superintendent:

- a) To assist the Principal, and Administrative Officer in the discharge of their overall administrative and academic functions for the smooth running of the office as well as Institute such other responsibilities as may be assigned by the competent authority from time to time.
- b) Appointment cases.
- c) MACP and pay fixation cases.
- d) Responsible for proper maintenance of the service books and personal files of the officials dealt in the establishment.
- e) To maintain the establishment register and other valuable record register.
- f) MACP & pay fixation.
- g) Responsible for maintenance of leave record of the staff.
- h) To supervise the work assigned to staff working directly under his control and disposal of Dak received daily in the establishment.

Accountant:

To assist the Administrative-Cum-Accounts Officer and the Principal in the discharge of his overall responsibilities for the financial and accounts matters. To prepare Bank Reconciliation statement & Trail Balance on monthly basis supervision of store department & Cash & Bank work. Filling of GST & Income Tax returns and such other duties as may be assigned by a competent authority from time to time.

P.A. to the Principal:

Dictation from Principal and typing. Keeping proper record of the communications at the level of Principal and handling/security of all confidential documents and handling of administrative, accounts and establishment matter for career advancement and such other duties and responsibilities as may be assigned by the Principal from time to time.

Maintenance Foreman-cum-Caretaker (Out Sourced):

Overall responsibility for all maintenance work and security matters and the Institute hostels and staff quarters and such other duties and responsibilities as may be assigned by a competent authority from time to time as per the terms and conditions of the contract.

UDC(Cash/Estt./Stores):

Posting of UDCs on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years.

- a) **Cash:** Custody, receipt and disbursement of cash including maintenance of cash books and other connected records, collection of fees etc., from students and maintain accounts thereof. Checking of bills & manage bank work. Preparation of pay bills, deduction of necessary subscriptions towards GPF/NPS/Group Insurance Scheme/HBA/MCA and deposit in respective accounts in time.
- b) **Estt:** Handle all administrative and establishment work of the Institute including custody and maintenance of Institute records, service books and ensure periodic review and authentication of service records by the competent authority.
- c) **Stores:** Custody, receipt and supply of food and other connected items against written indents from the faculty

staff duly authenticated by the HOD of the concerned stream of the academy, maintenance of stock registers and timely information to Administrative-Cum-Accounts Officer about the stockposition.

In addition, employees will perform such other duties as may be assigned to them from time to time.

Stenographer:

Dictation, typing work and maintenance of such files and other records as may be entrusted and such other duties and responsibilities as may be assigned by a competent authority from time to time.

LDC(Cash/Estt/Stocks):

Posting of LDCs on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years.

- a) **Cash:** Assist UDC (Cash) in handling custody and upkeep of records relating to cash, preparation of pay bills, deduction of necessary subscriptions towards GPF/NPS/Group Insurance Scheme/HBA/MCA including typing work and deposit in accounts in time.
- b) **Estt.:** Assist UDC (Estt.) in maintenance and safe custody of the official records relating to Institute, employees service records, other miscellaneous jobs including typing work.
- c) **Stores:** Assist UDC (stores) in maintenance, upkeep and issue of stores items to the faculty members against indents under authorisation by UDC (stores), upkeep of stock registers for submission to UDC (stores) including typing work.

Driver-Cum-Mechanic:

To drive car/vehicle for official use only and carry out routine repairs of the vehicles as and when required. After duty the vehicle should be parked in Institute's building. In case of accident, he will inform Principal and lodge report with the Police Station. He shall keep log book and consumption of petrol/diesel in the log book on daily basis alongwith signature of the person using the car. At the end of the month, he should get the log book verified and signed by Administrative Cum Accounts Officer and Principal.

Attendant/MTS

To provide assistance on full time basis to Asstt. Lecturer-cum-

Asstt. Instructor in the upkeep, maintenance and conduct of classes, both theory and practical.

Peon (Out Sourced)

To assist the Principal and other administrative staff.

Librarian:

Custodian of Institute's Library books/journals etc. accession of books, issue of library cards and overall supervision of Asstt. Librarian, review and verification of stock register of books in hand and those outstanding with the staff members/students, levying of penalty in case of retention of books etc., by staff/students beyond a prescribed period, issue of NOC to the outgoing staff members and students.

Note:

Incumbents holding some of the existing posts like Maintenance Engineer etc. which do not figure in the Revised Recruitment Rules, 2001 would continue to hold these posts till they relinquish charge of the post due to resignation/retirement etc. duties and functions discharged by the incumbents of such posts could be assigned by deploying suitable persons on contract basis or on normal remuneration basis as soon as the incumbents relinquish charge on such posts due to the aforesaid reasons.

1.2.3 1.2.4 and 1.2.5

The powers and duties of the officers of the CIHM Gwalior are derived, exercised, allocated and governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of the institute.