

POST , HIERARCHY & DUTIES OF THE OFFICER/STAFF**ACADEMIC**

S.NO.	DESIGNATION	REPORTING TO	DUTIES
1	PRINCIPAL	B.O.G & ADMINISTRATIVE MINISTRY	ACADEMIC & ADMINISTRATIVE CONTROL, & DEVELOPMENT
2	H.O.D	PRINCIPAL	ACADEMIC ADMINISTRATION, TEACHING, R/D ACTIVITY, OVERALL CHARGE OF LABS, OTHER ACADEMIC EXTRA CURRICULAR ACTIVITIES
3	LECTURER	PRINCIPAL	TEACHING , RESEARCH & ACADEMIC/EXTRA CURRICULAR ACTIVITIES
4	SR. LECTURER	PRINCIPAL	TEACHING , RESEARCH & ACADEMIC/EXTRA CURRICULAR ACTIVITIES
5	ASST. LECTURER-CUM-ASST. INSTRUCTOR	PRINCIPAL	TEACHING (TH & PR) & OTHER EXTRA CURRICULAR ACTIVITIES

ADMINISTRATIVE

S.NO.	DESIGNATION	REPORTING TO	DUTIES
1.	PRINCIPAL	B.O.G & ADMINISTRATIVE MINISTRY	EXECUTIVE, ADMINISTRATIVE & FINANCIAL CONTROL
2.	ADMINISTRATIVE OFFICER	PRINCIPAL	DEALING WITH ESTABLISHMENT, ADMINISTRATIVE MATTERS,
3.	ACCOUNTANT	ADMINISTRATIVE OFFICER	FINANCE & ACCOUNTS MATTERS
4.	PA TO PRINCIPAL	PRINCIPAL	SECRETARIAL WORK RELATED TO PRINCIPAL, RECORD KEEPING FOR RECORD KEPT WITH THE PRINCIPAL
5.	MAINTENANCE FOREMAN-CUM CARETAKER	ADMINISTRATIVE OFFICER	PLANNING ,REPAIR, UPKEEP & MAINTENANCE OF EQUIPMENTS , BUILDING FURNITURE.
6.	LIBRARIAN	ADMINISTRATIVE OFFICER	DEVELOP AND OPERATE LIBRARY
7.	CASHIER	ACCOUNTANT	DEALING WITH CASH & FEES
8.	STORE KEEPER	ACCOUNTANT	OPERATION & MAINTENANCE OF STORE
9.	U.D.C	ACCOUNTANT	EXAMINATION & STUDENT MATTERS AND SPECIFIC WORK ALLOCATED
10.	DRIVER	ACCOUNTANT	DRIVE AND MAINTAIN INSTITUTE VEHICLE
11.	LAB ATTENDANT	FACULTY IN CHARGE	MAINTAIN AND OPERATE LAB
NOTE : PRINCIPAL BE THE ACADEMIC & ADMINISTRATIVE HEAD OF THE INSTITUTE MAY DELEGATE ANY RELATED WORK TO ANY OF THE OFFICIALS			