

**SECTION 4(1) (b) (ii)**  
**POWERS & DUTIES OF OFFICERS AND EMPLOYEES**

<b>Name</b>	<b>Anita Joshi , HOD Cont. Edu.</b>
<b>Designation</b>	<b>Principal/ DDO</b>
Powers	1.To administer the Institution
	2. To take decisions in Administrative, Academic & Financial matters.
Duties	1. Academic & administrative management of the institution.
	2.Providing academic and administrative leadership
	3. Monitoring and evaluation of academic activities in the institution.
	4. Campus discipline and maintenance.
	5. Public relations and interaction with the community.
	6. Participating in policy and system planning at State Regional and National levels for development of Technician education.
	7. Promoting and coordinating continuing education activities.

<b>Designation</b>	<b>HOD / Sr.Lecturer</b>
Duties	<b>Head of Department:</b> <ul style="list-style-type: none"> <li>• The Head of Department is overall In charge of his branch. He is required to ensure smooth functioning of the department in addition to his teaching load. He is required to coordinate the academic, administrative and developmental activities of the department.</li> <li>• He is to ensure that all the Lecturers/ Sr. Lecturers in his branch are assigned teaching load as per AICTE Norms, perform their duty effectively and efficiently and to ensure better teaching learning process to the satisfaction of the stakeholders. He should involve himself and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry.</li> <li>• He has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum; all the equipment in the laboratories/ workshops must be functional to conduct the Practical properly. He will decide the meaningful project work of the students in consultation with the senior lecturer and lecturer and monitor performance of every student. He will assist the Principal in all spheres for smooth functioning of the institution. Any other duty assigned by higher authority.</li> </ul>

	<b>Senior Lecturer</b> <ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum Updation</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Promotion and Coordinating Continuing Education Activities.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the HOD in smooth functioning, academic and development work of the department.</li> </ul> <p>Any other duty/work assigned by the HOD, higher authority.</p>
<b>Designation</b>	<b>Workshop Superintendent</b>
Duties	<ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work In charge of Lab/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum Updation</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Promotion and Coordinating Continuing Education Activities.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the HOD in smooth functioning, academic and development work of the department.</li> <li>• To coordinate the repair and maintenance work of the institute.</li> <li>• Any other duty/work assigned by the HOD, higher authority.</li> </ul>
<b>Designation</b>	<b>Lecturers</b>
Duties	<ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum Iodation</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Promotion and Coordinating Continuing Education Activities.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the HOD in smooth functioning, academic and development work of the department.</li> <li>• Any other duty/work assigned by the HOD, higher authority.</li> </ul>

<b>Name</b>	<b>Sh. Ravi Sankhyan (HOD Automobile Engineering)</b>
<b>Designation</b>	<b>Training and Placement Officer</b>
Duties	<ul style="list-style-type: none"> <li>• Training and Placement Officer in a Polytechnic is responsible for the following:</li> <li>• Training and placement of the students in the industry/ other user system.</li> <li>• Industry Institute Interaction.</li> <li>• Arranging Industrial visit of students.</li> <li>• To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.</li> <li>• To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.</li> <li>• To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.</li> <li>• To monitor the working of the alumni association and to arrange their meetings.</li> <li>• To sponsor students for various paper presentations and technical exhibitions.</li> <li>• To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.</li> <li>• To arrange entrepreneurship camps and to motivate the students for self-employment.</li> <li>• To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.</li> <li>• To engage classes for teaching as well as for personality development of students.</li> </ul>
<b>Designation</b>	<b>Workshop Instructor</b>
Duties	<ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Student's assessment.</li> <li>• To arrange the various machinery and equipment for the students training as per the curriculum.</li> <li>• Procurement, storage, accounting of raw materials, tools and instruments.</li> <li>• Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures.</li> <li>• Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks</li> <li>• To keep himself updated about the various developments in the related industry.</li> <li>• To assist the HOD, Workshop Superintendent in certain functions of the institute as and when necessary.</li> <li>• Any other duty assigned by authority for institute development.</li> </ul>

<b>Designation</b>	<b>Librarian/Asstt. Librarian</b>
Duties	<ul style="list-style-type: none"> <li>• The Librarian of the Polytechnic is responsible for the proper maintenance of the Library. The Librarian shall maintain an Accession register.</li> <li>• The Librarian/Asstt. Librarian is also responsible for:</li> <li>• Cataloguing, indexing and classification of books and periodicals.</li> <li>• Issuing and receiving of books, restoring of books and periodicals.</li> <li>• Planning &amp; developing the library, arrangement of non-book materials.</li> <li>• Orienting the users towards effective utilization of library services.</li> <li>• Computerization of library books and to maintain the books faculty wise.</li> <li>• Any other duty assigned by the higher authority.</li> </ul>

<b>Designation</b>	<b>Foreman Instructor</b>
Duties	<p>The Foreman Instructor is responsible to the Workshop Superintendent in all matters concerned with the workshop instructions, proper utilization of men, materials and machines and maintenance of shops allocated to him.</p> <p>Other duties includes:</p> <ul style="list-style-type: none"> <li>• Erection/installation/commissioning of plant and equipment.</li> <li>• Procurement, storage, accounting of raw materials, tools, and instruments.</li> <li>• Planning, scheduling, organising, coordinating and monitoring workshop instructions and tasks.</li> <li>• Arrange for issue of raw materials, tools, and equipment for workshop jobs.</li> <li>• Guide the students in the performance of practical tasks and skill exercises.</li> <li>• Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures.</li> <li>• To assist the HOD/Workshop Superintendent in certain functions of the institute as and when necessary.</li> <li>• Any other duty assigned by authority for institute development.</li> </ul>

<b>Designation</b>	<b>Lab Assistant/Technician</b>
Duties	<ul style="list-style-type: none"> <li>• Will assist the section in charge/faculty during the conduct of practical classes to the students.</li> <li>• To maintain cleanliness in the workshop/Lab, up keeping of the machinery, equipment, etc., available in the laboratory and workshop to which he is posted.</li> <li>• Will be available in the section during working hours and safeguard the Government property.</li> <li>• Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge.</li> <li>• Will open and close the section of laboratory/workshop.</li> <li>• Will attend to any other works entrusted to him from time to time by higher authority.</li> </ul>

<b>Designation</b>	<b>Lab Attendant</b>
Duties	<ul style="list-style-type: none"> <li>• Will assist the section in charge/faculty during the conduct of practical classes to the students.</li> <li>• Clean and arranging of machinery equipment in the workshop/Lab/Office, in the laboratory and workshop to which he is posted.</li> <li>• Will be available in the section during working hours and safeguard the Government property.</li> <li>• Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge.</li> <li>• Will open and close the section of laboratory/workshop.</li> <li>• Will attend to any other works entrusted to him from time to time.</li> </ul>