

JOB DESCRIPTIONS / DUTIES AND RESPONSIBILITIES

Controller of Examination (COE)

- 1) Looking after overall Academic administrative functions of the Institute.
- 2) Co-ordinating all activities connected with short-term Management Development Programmes, Unit Based Programmes, Consultancy Assignments, Sponsored Projects, Industry-Institution interaction Projects, long-term academic programmes, etc. right from concept to the successful completion of the same.
- 3) Liaisoning and corresponding with large number of sponsoring organisations through out the length and breadth of India for development and promotion of various programmes.
- 4) Co-ordinating and assisting for all functions from admission to placement of Post-Graduate Students in Industrial Engineering , Industrial Management and ISEM.
- 5) Keeping close liaison with the Press, Doordarshan, AIR, PTI, UNI, PIB, etc.
- 6) Looking after the functions of Central Purchasing Service Cell of the Institute by floating Enquiries, inviting quotations and placing them before the Purchase Committee of the Institute and taking appropriate approval from the competent authorities for procurement of various items required by the Institute.
- 7) Overseeing the administrative matters concerning the Library.
- 8) Working closely with Manager and overseeing the administrative matters of Computer Centre, for meeting requirements of various computer users such as Faculty, Students, etc.
- 9) Looking after the accommodation arrangements of the Institute's Guest Participants of various short-term Management Development Programmes.
- 10) Will be overall responsible for all the assets in the Sections including their present inventory taking, asset register, safe keeping, accounting, moving, utilising and disposing.
- 11) Extending Physical Facilities to organisations who seek assistance of NITIE in conducting their Conferences/Workshops/Seminars, etc.
- 12) Overseeing the work of the Departments, viz. Post Graduate Department, Programme Department, Course Material Department, Xerox Wing, Central Purchasing Service Cell, Hostels, Audio-Visual Department, Laboratories, Placement, Publications, Public Relations, Industry-Institute Interaction Cell etc.
- 13) Any other duties assigned by the Director from time to time.

### Manager, CC

1. Overall management of the computer centre
2. Participate in the policy formulation for governing operation of the computer centre.
3. Overall management of the computer centre for implementation of stated policies and efficient operation of the centre.
4. Any other duties assigned by the Director from time to time.

### Systems Designer

1. Assist the Manager, CC in planning and management of the various facilities at the centre.
2. Take independent charge of applications systems software design projects
3. Lead a team of programmers in applications system/software programming assignment
4. Operational and control of computer system and associated equipments
5. Managing input/output and magnetic media.

### MEDICAL OFFICER

1. Attend the Clinic and treatment of patients who are on NITIE Roll and their dependents, Students, Participants during office hours i.e. from 9.00 A.M. to 5.15 P.M., regularly.
2. Attend to the emergency medical cases during holidays and after office hours, in the Campus.
3. Ensure the availability of Ambulance for emergency cases and proper service by the Ambulance service contractor.
4. Timely indent the list of medicines required for the patients and ensure the availability of optimum stock of all the medicines that are prescribed by the Medical Officer, Visiting Doctors, etc., regularly.
5. Referring the patients for treatment to other Hospitals / Doctors as per the NITIE Medical Rules.
6. Oversee the registration of the company, quality, genuineness and expiry of medicines supplied by the medicine supplying company.
7. Countersign the medical claims of all the staff after checking (except of her own) and forward it to the Accounts Section . The Medical Officer's medical claims and medical certificates need to be countersigned by Faculty Incharge – Health Programme & Medical Care.

8. Oversee the services provided by the Visiting Doctors and also to ensure the honorarium to be paid through Administration/Accounts section for the Visiting Doctors along with their attendance records, on monthly basis.
9. Oversee proper dispensing of medicines and injections to the patients by the medical staff.
10. Oversee the cleanliness in the Clinic and surroundings; and proper maintenance of the medical instruments, etc.
11. Oversee proper record maintenance of the medical files of all the staff of NITIE, PGP Students, etc.
12. Oversee the administrative work of the Clinic Staff and maintain the attendance records, and ensure the wearing of uniform of the Staff of the Dispensary as Departmental Head.
13. Oversee the surroundings of the Clinic and ensure that those are kept clean.
14. To coordinate with the Estate Department in planning and implementing the pro-active measures in controlling seasonal outbreaks of illness in the Campus.
15. Any other work as assigned by the higher authorities.

#### LIBRARY INFORMATION OFFICER

1. He/She will be overall Incharge of the Library
2. He/She will be responsible for the discipline, work and general upkeep of the Library.
3. He/She will be responsible for all library services that can be offered by the library.
4. He/She will supervise the overall operation of the budget for books, journals, etc., and will be responsible for the procurement of books, equipments and other items required for the library.
5. He/She will be responsible for the modernisation of the library as well as improvement in systems and procedures pertaining to the library.
6. He/She will be responsible as a Convenor to the Library Committee and will be reporting to Registrar through CoE administratively.
7. He/She will be a Member to the Academic Council and will be permitted to conduct courses in Informatics and Library Management. In the above matters he/she will be reporting to the Director.
8. Any other duties that may be assigned to her from time to time.

### DEPUTY REGISTRAR (Administration)

1. As a Departmental Head he has to oversee general supervision and administration relating to all establishment matters concerned with recruitment to retirement of academic, non-academic and technical staff of the Institute.
2. Maintenance of service records - personal files of all employees.
3. Sanction of all kinds of leave, increments, LTC, etc. upto a certain pay scales to the employees.
4. Overall Incharge of Stores Section of the Institute - Receipt & issue of materials and maintaining various Registers, including Assets Registers.
5. Overall Incharge of Security & Transport Section of the Institute.
6. Matters connected with disciplinary cases, domestic inquiries, interaction with other Institutes, etc.
7. Liaison with Legal Advisor with regard to Court cases.
8. Deal with Union matters
9. Secretary to various committees such as Survey Committees etc,
10. Powers delegated to DR(Admn) vide Office Order dated 21.11.1988 and Sl.No.5 of Page 3 (O/O.No.Adm/DP/99 dated 16.11.99)
  - Sanction of all kinds of leave to staff members covered under group C & D level.
  - Attestation of entries in the service book (except 1<sup>st</sup> and last page).
  - Increment certificates - staff members covered in group C & D level.
  - Sanction of LTC/LTC advance to group C & D level.
11. Any other matter that may be assigned to him from time to time.

### DEPUTY REGISTRAR (SRIC)

1. As a Departmental Head he is responsible for programme administration relating to Management Development Programmes, Seminars & Conferences, physical facilities rendered out to other organisations, Consultancy services and maintenance and accountability of these activities.
2. Co-ordinating for preparation of Annual Calendar of programmes, brochures for Short Term Management Development Programmes (MDPs), Seminars, etc.
3. Sending promotional letters for the programmes in time
4. Interaction with Companies for sponsoring Managers/Executives in the MDPs, etc.
5. Oversee Arrangement of Classrooms, Auditorium, etc. for conducting Programmes
6. Oversee participants requirements
7. Liaison and co-ordination with Faculty members for conducting programmes and other related activities
8. To ensure & follow up for collection of Programme Fees, etc. from the organisations to whom services have been provided by the Institute.

9. Any other work that may be allotted from time to time

#### DEPUTY REGISTRAR (Audit & Accounts)

1. As a Departmental Head he has to prepare the Annual Budget proposals of the Institute, budget control and to generally supervise the functioning of Accounts Section & Internal Audit.
2. To prepare the Income & Expenditure account, receipts and payments accounts and Balance Sheet of the Institute.
3. Passing the bills including TA bills, advances, cash book ledgers, CPF/GPF advances, signing vouchers, etc.
4. Disbursement of salary & other wages.
5. Audit of the accounts of the Institute
6. Submission of Annual Report and Audit Report, Audited Statement of Accounts and Audit Certificate to the Government of India through Ministry of HRD
7. Correspondence with Ministry for Grants, etc.
8. Members to various Committees, such as Standing Committee, HBA Committee, etc.
9. Any other work assigned to him from time to time

#### ASSISTANT REGISTRAR (Academic)

1. As a Departmental Head he has to oversee the activities of the department like advertisement for the admissions of students to Post Graduate Programmes, entrance examination, selection of candidates, preparation of merit list, final selection and admission, Fellowship Programmes, etc.
2. Arrangement for conduct of examinations and for declaration of results and award of scholarships and stipends.
3. Arranging for annual convocation and preparation of actual award of degrees, medal, prizes, shields, cups etc. to the students.
4. To ensure that students pay their fees in time & Co-ordinate with Academic Co-ordinator / Placement Co-ordinator regarding action to be taken against defaulting students.
5. Any other work assigned from time to time.

#### ASSISTANT REGISTRAR (Independent Audit)

1. The independent Audit Unit will check and ensure to the Director that the guidelines given by the Govt. of India as applicable to NITIE are complied with especially in major works and procurements - expert outside advice will be taken if required.
2. To deviation, if any, in our systems and procedures from that of Govt. of India's systems and procedures, as an autonomous Institute, should be studied and if there are deficiencies or differences not permitted, suitable action about the same should be taken. Procedures should be examined from the point of view of all dimensions like commercial, procedural, financial,

contractual, etc. and if necessary outside expert advice may be taken for recommending the right course of action.

3. The current checks and scrutiny by the Internal Audit will continue under DR(A&A) 100%.
4. The Independent Audit Unit will study required changes in procedures in the line of the environmental changes and proper improved transparent procedures and implement the same on approval to eliminate all wrong practices.
5. Pre-check, post-check, review and check and certification can be referred to Independent Audit on selective basis when the amounts involved is large and procurement/works are complicated. In addition, on a sample basis, the IA can check whether the Internal Audit has done his work properly.
6. Physical verification, surprise checks of Consumption Registers, Central Assets Register and Departmental Assets Registers etc. and reporting the deficiencies will be a major activity of the Independent Audit. The Section will also co-ordinate with statutory Audit Unit as it will be convenient from explanatory, preventive and procedural changes point of view.

#### ASSISTANT REGISTRAR (Stores)

1. Physical verification, Maintain Consumption Registers, Central Assets Register and Departmental Assets Registers etc. The Section will also co-ordinate with statutory Audit Unit as it will be convenient from explanatory, preventive and procedural changes point of view.

#### ACCOUNTS OFFICER

The Accounts Officer carries out following duties ensuring that all the Institute's finances are precise and up to date. It is his responsibility to ensure that employees get their pay / pension on time. As a professional, he ensures that suppliers and vendors are paid as per institute rules, as approved by the competent authority. Accounts officer needs to perform duties of Drawing and Disbursing officer in accordance with DDO manual.

1. Preparation of Budget of the Institute (BE and RE) and Outcome budget
2. Finalisation of Accounts - Financial Statement of the Accounts for all Accounts
3. Finalisation of Trial balance of all accounts, Ledger scrutiny, Cash book and Bank book scrutiny, preparation of Bank Reconciliation Statement etc.
4. Rendering Assistance/ Support to CAG/ Auditor s while inspecting books of accounts, furnishing replies to Audit Queries, follow up with Auditors for Auditor's Certificate, etc .
5. Preparation and finalisation of Form 16 and Form 16A.
6. Filing of periodical monthly quarterly/ half yearly returns on Taxes

7. Maintenance of record and accounts for GPF, CPF, PRMS, Endowment, DDF and Project accounts.
8. To prepare and monitors the organization's payroll system and disbursement of Salary and Pension.
9. TDS work and statutory payments of Institute ensuring timely remittance of statutory payments.
10. To monitor processing of payments and expenditure as per Institute rules.
11. Work related to Audited statement of accounts

Other tasks performed by the Accounts Officer, in consultation with DR (Accounts) and Registrar are as follows:

1. Correspondence with Ministry with respect Grant-in-aid, Utilisation Certificates,
2. Providing various information to Ministry as and when required.
3. To provide reliable and pertinent information for organizing and allocating funds. Any other work assigned from time to time by the higher authorities.
4. To provide information to higher authorities for ensuring measures to control capital expenditures in all departments improving transparency and accountability.
5. To assist higher authorities in formulate and implement the Institute's Financial plans and keep up-to-date account records.

#### Assistant Library Information Officer

- 1 All the library staff will be under his direct administrative control
- 2 He is authorised to sanction Casual Leave and RH to library staff upto and including Group 'B' level.
- 3 He is immediately responsible for the smooth functioning of Library. He will be the custodian of all library items including library books, journals equipments, furniture and fixtures, etc. Proper records including registers should be maintained by him relating to library items including issue and receipt of library books, etc.
- 4 He will provide support as required by the Sr. Librarian in extending library services to he users.
- 5 He will be the Secretary to the Library Committee.
- 6 He will report to Library Information Officer.
- 7 Any other duties that may be assigned to him from time to time.

P.S. ALIO will assume the charge of LIO in their absence.

### Programmer

Assistance to Faculty and Officers in the application of computer language software development. Also assist Departments in generating reports, and develop user friendly software package which includes various application as per requirement, Data preparation activities, Maintain control of jobs submitted, Maintain Media Library.

### Technical Assistant (Sr.) - Horticulture

Overall incharge of the Nursery and Gardening of the Institute. Responsible for getting the work done through Malis, Labourers and Contractors. Any other work assigned to him by EE from time to time.

### Junior Engineer

Maintenance of premises of office and campus, estate management including planning, design and construction of buildings, roads, maintenance of water supply, drainage, electrical installations and design work, etc. under the supervision of Executive Engineer.

### Hindi Officer, Secretary to Director, Sr.Supts. and Supts.

The above mentioned categories of Group B officers are categorised as Supervisory staff and will be functioning as Section Heads and will continue to report to respective Department Heads.

1. To deal with and sanction Casual Leave upto 3 days at a stretch and also Restricted Holiday. The Department Heads be kept informed in this regard. CL beyond three days at a stretch will continue to be dealt with by the Departmental Head concerned.
2. To call for explanation from juniors working under them for their unauthorised absence, misconduct, if any, and issue oral warning/written warning, as the case may be. Incurable cases will continue to be referred to the higher authority for initiating appropriate disciplinary proceedings in accordance with the rules of the Institute.
3. To deal with cases of late coming/early going and accord approval thereon in accordance with the existing rules of the Institute.
4. To write objectively Annual Confidential Reports (ACRs) and Report on Confirmation of persons working under their control, in their capacity as Reporting Officer.
5. The above powers will be exercised by the Section Heads. Wherever there is more than one Supt. in a Section, the Departmental Head will decide the delegation of powers to the Section Head.
6. For Sr. Supt & Supt., the job requires thorough knowledge of office procedures, establishment matters, noting, drafting, processing policy decisions and resolutions, and ability to organize and co-ordinate the activities of the entire office. Experience in relevant areas is a must.

JR. / SR. ASSISTANT / STENOGRAPHER / TELEPHONE OPERATORS / RECEPTIONIST / UDCS / LDCS, Etc.

Prepare noting and drafting, typing Reports, Notes and correspondence letters; attend the telephone calls, receiving guests, assist the higher authorities for smooth functioning of the office, maintain records, filing of documents, and upkeep of files, etc.

#### MULTI-TASKING STAFF (MTS)

(Erstwhile Group 'D' posts of Peon, Daftary, Duplicating Operator, Sweeper, Watchman, Mali, etc.)

The duties would broadly include: Physical Maintenance of records of the Section; General cleanliness & upkeep of the Offices and Premises; Carrying of files & other papers within the building; Photocopying, sending of FAX etc.; Other non-clerical work in the Section; ssisting in routine office work like diary, despatch etc., including delivering of dak (outside the building); Watch & ward duties; Opening & closing of rooms; Cleaning of rooms; Dusting of furniture, etc.; Cleaning of building, fixtures etc.; Work related to his IT1 qualifications, if it exists; Driving of vehicles, if in possession of valid driving licence; Upkeep of parks, lawns, potted plants etc.; Any other work assigned by the higher authority.

---