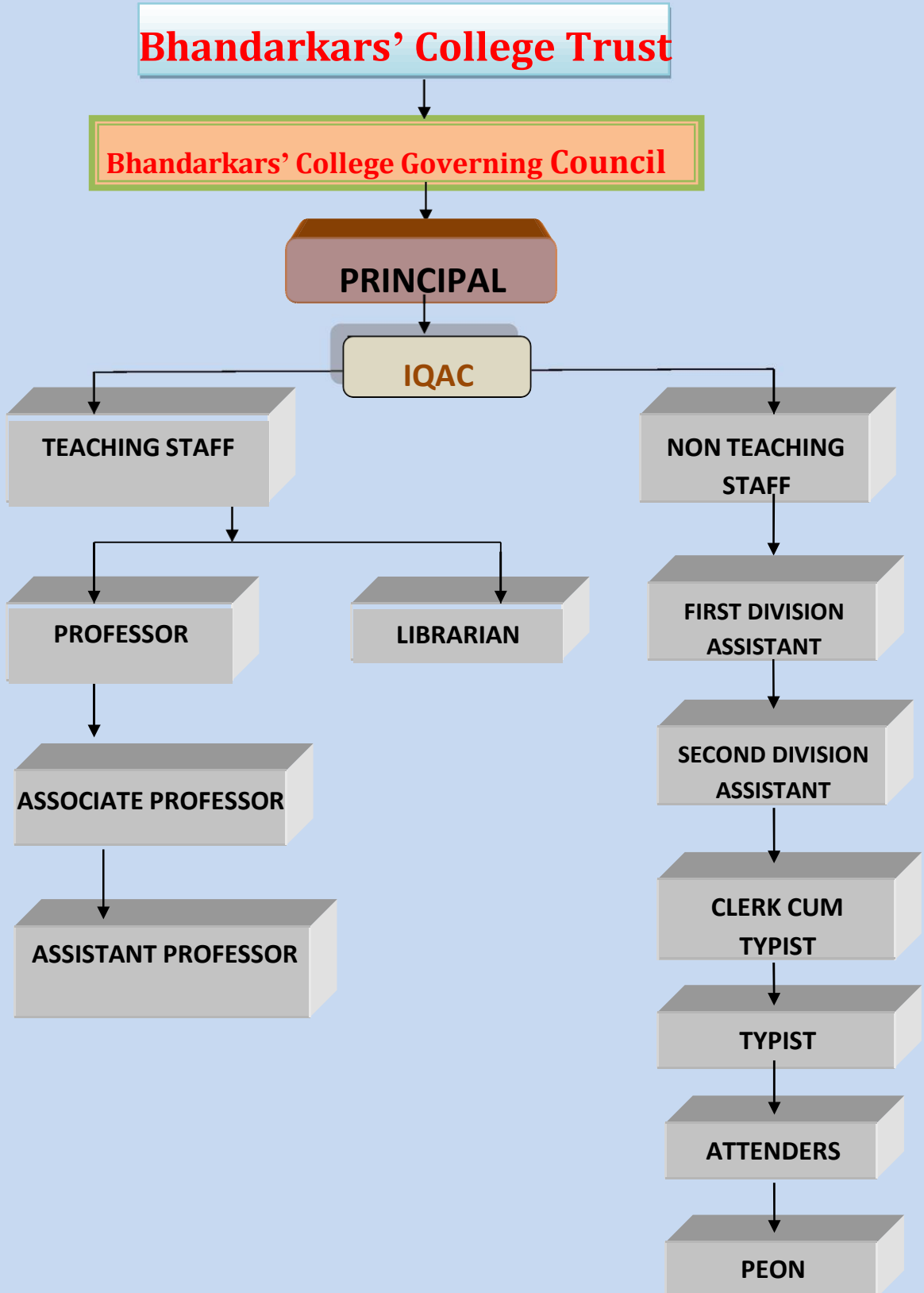




# ORGANISATIONAL STRUCTURE OF BHANDARKARS' COLLEGE, KUNDAPURA

ACADEMY OF GENERAL EDUCATION, MANIPAL.





# BHANDARKARS' COLLEGE KUNDAPURA

## POWERS AND DUTIES OF ITS OFFICERS/EMPLOYEES

Sl. No.	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	<b>PRINCIPALS GRADE I OR II</b>	<p>1 The principal shall exercise such administrative powers as are delegated under various acts. Rules, regulations. Orders and instructions of the government, dept of collegiate education and other competent authorities. He shall be both administrative and academic head of the college. He shall take all steps for smooth and efficient functioning of the college.</p> <p>2 To ensure that the scholarship applications of the concerned students are sent to sanctioning department. Viz social welfare department, backward classes and minorities department and department of collegiate education etc.</p> <p>3 To ensure that the proposal for renewal of affiliation/accordal of permanent affiliation is sent to the concerned University well in time.</p> <p>4 To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded is upgraded after 5 years.</p> <p>5 To take necessary action to bring the college under 2(f) and 12(b) of the UGC Act. 1965. This can be done by sending the proposal to the UGC, New Delhi.</p> <p>6 The Principal shall handle 6 hours of teaching work-load in a week in the relevant subject etc.,</p>
2	<b>SLECTION GRADE LECTURERS SENIOR SCALE LECTUERS LECTURERS</b>	<p>1 He conduct the classes as per the time table.</p> <p>2 Complete the syllabus prescribed by the concerned university well in time.</p> <p>3 Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University examinations.</p> <p>4 To Cooperate with the principal in smooth function of midterm, supplementary and annual examinations.</p> <p>5 To teach the workload prescribed by the UGC and to maintain diaries and shall be available for student at least 7 hours daily and for 5 hours on Saturdays in the college.</p> <p>6 To maintain the attendance of the students of the respective classes.</p> <p>7 He / She shall conduct the practical classes as prescribed by the university and attend valuation work of the University examination which is 14 mandatory.</p> <p>8 To conduct tutorial classes as per the UGC norms etc.</p>

3	<b>LIBRARY ASSISTANT</b>	<p>1 To assist the librarian in discharging the duties of the library</p> <p>2 Maintain necessary records/registers in the library etc.,</p> <p>3 To discharge the duties assigned by the Principal/ Librarian</p>
4	<b>FIRST DEIVISION ASSITANTS (SAD)</b>	<p>First Division to prepare the budget and its correspondence, reconciliation of department figures. First Division assistant should assist accounts superintendent in keeping update of departmental functions. He should keep files intact.</p>
5	<b>FIRST DIVISION ASSITANTS/SECOND DIVISION ASSISTANTS</b>	<p>The first Division Assistants/Section Division Assistants works under the guidance of the superintendent. He is responsible for the work entrusted to him. Each Assistant will be allotted certain subjects to deal with. His duties mainly are as follows:</p>
6	<b>TYPISTS</b>	<p>The Typist's duties and responsibilities are as follows:</p> <p>1 To type both on computer and typewriter neatly and accurately all letters marked to him.</p> <p>2 To take out number of copies required.</p> <p>3 Stenciling when the number of copies required are more than 10</p> <p>4 Typist shall compare fair copies before they are returned to the case worker.</p> <p>5 To maintain the work diary in the in the prescribed proforma.</p> <p>6 Draft shall be typed giving wide margin for effecting necessary corrections.</p>
7	<b>ATTENDER / PEON</b>	<p>The duties of the Attender / Peon are as follows:</p> <p><b>General Duties.</b></p> <p>1 Carrying a file from one section to another, or from one case worker to another etc.,</p> <p>2 Stitching the files/Exam bundles.</p> <p>3 Carrying the distribution of stationary and making envelops whenever necessary.</p> <p>4 Arranging the furniture.</p> <p>5 Keeping the officer premises clean.</p>