

ARYABHATT INSTITUTE OF TECHNOLOGY

formerly Aryabhat Polytechnic
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
GOVT. OF NCT OF DELHI
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Manual 2

(I,II& V) Powers and duties of officers and staff:

S. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Principal	1. Grant Earned leave, Casual Leave, RH. Medical Leave as per rules. 2. Grant LTC, Home Town, etc as per rule. 3. Issue of Identity Cards and Medical cards to the staff members as per rules. 4. Reporting and reviewing ACRs of the staff. 5. Issuing memorandum to staff for non-compliance. 6. Settle the pension case of the pensioner (person going to retire) 7. Verification of entries in the service books				To look after day to day administration of the institute
		Head of Office	H.O.O.	Nil	Nil	

2.	Head of Deptt.	<p>Overall supervision and control of the staff</p> <ul style="list-style-type: none"> • Providing leadership in teaching of Diploma courses. • Departmental administration. • Monitoring the academic activities of the Department • Assisting in the administration and development of the Institution. • Publication of technical papers. • Assistance in curriculum development and development of resource materials. • Innovations in technician education and evaluation. • Continuing education activities. • Public relation and interaction with the community. • Student counseling and student interaction. 	Nil	To supervise teaching and development of staff and students	Nil	<p>To undertake teaching load.</p> <p>To review class academic performance</p> <p>To upgrade labs per the latest technology.</p> <p>To represent institute in the technical meets.</p> <p>To Render assistance to the Principal the day to day administration /academic activities of the institute and other allied work</p>
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3.	Trg.and Placement officer	To look after T&P needs of the students as per course curriculum	Nil	Nil	Nil	<p>To maintain interaction with the industry.To sent studentson industri trg.To organized industrial visits. invites expert from industry/institute for imparting exper lecture in the late field of engg. and tech.</p> <p>To organize worksho / seminar on the late field of engg. and tech./personality development/communi tion skills/interview techniques etc.</p> <p>To invite industrie for campus placements.</p> <p>To work as a interface between Industry an institute</p>
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4.	Lecturer	<p>Teaching and allied work</p> <ul style="list-style-type: none"> • Teaching Diploma courses (lecturers and tutorials). • Design and developing of laboratory instructions. • Students' assessment and evaluation. • Innovation in instruction. • Developing resource materials and assisting in curriculum development. • Continuing education activities. • Co-curricular and extra-curricular activities. • Assisting in extra-curricular activities. • Assisting in department administration and in Institutional development • Student counseling. • Maintaining students' discipline and ensuring protection of institutional properties • Officer In-charge, Examination, Scholarship etc.* 	Nil	Nil	Nil	<p>To undertake teaching load.</p> <p>To review class academic performance</p> <p>To upgrade labs per the latest technology.</p> <p>To represent institute in the technical meetings</p> <p>To render assistance to the Principal/HOD in the day to day administration/academic activities of the institute and other allied work</p>
5	Workshop Supdt.	Overall In-Charge of the workshop	Nil	Nil	Nil	<p>To set time table for Workshop to undertake workshop classes.</p> <p>To decide and issue jobs to the students. To see overall development of the workshop.</p> <p>To supervise the work of workshop instructor and other subordinate staff AND other allied duties</p>

6	Section Officer	Overall In-Charge of Establishment	Nil	Nil	Nil	<p>To act as a ear and eyes of the HOO in all administrative matters.</p> <p>To render advise to the Principal on al Administrative matters</p> <p>Pertaining to facul and staff.</p> <p>To supervise establishment, manpower planning, transfers postings and genera administration and other allied work.</p>
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(III & IV) RULES /ORDERS UNDER WHICH POWER AND DUTIES ARE DERIEVED AND EXERCISED: *AS PER FR/SR AND CCS RULES.*