

## **Chapter 3**

### **Powers and Duties of Officers**

The powers and duties of the officers of the CIHM Chandigarh are governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of the institute. Principal in the institute is authorized to sign sanction orders and convey the decisions of the CIHM. The Administrative Officer (AO) heads the administration and is mainly entrusted with general administration and finance matters of the institute. The HODs are mainly responsible for maintaining academic discipline of the institute including development of various short course curriculums, time tables, conduct of examinations, coordination with faculty and administration, student feedback etc.

## **Duties and Responsibilities**

### **Principal:**

- a) Principal is academic and executive officer of the Institute and responsible for proper administration and finance, discipline, teaching etc. as per Bye- laws, Memorandum of Association, and Rules and Regulations of Society and within the powers vested/ delegated to him by the Board of Governors/ Central Government.
- b) Custodian of records and Society's funds and other immovable/movable assets of the Society.
- c) As Secretary of the Board of Governors and Executive Committee respectively, he is responsible for arrangement of meetings. To inform Government for filling up vacant posts in BOGs or Executive Committee.
- d) Initiate faculty Development/Research/ Experimentation in close association with the Heads of Academic Departments and submit periodic feedback to National Council for Hotel Management and Catering Technology and the Ministry.
- e) Such other duties as may be entrusted to the incumbent by the Executive Committee/Board of Governors and UT Administration time to time.

### **Head of Department:**

- a) Teaching as assigned by the Principal from time to time.
- b) Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards, records, all equipments, tools and materials with the Department, regular departments meetings with minutes recorded for discussions with the Principal, assistance to the Principal in the maintenance of staff and students discipline, innovation of programmes to strengthen the Institute's national and international reputation.
- c) Assist Principal in R&D activities for improving quality of teaching of service to the industry and community.
- d) Overall charge of the Labs and other working areas concerned, involvement in the purchase of equipment items etc.

- e) Arranging of training and welfare of students and such other duties/responsibilities as may be entrusted from time to time.

**Senior Lecturer-Cum-Senior Instructor:**

- a) To take classes (theory and Practical) under overall supervision of the academic HOD.
- b) Responsible for equipment/ material under his charge.
- c) To assist the Principal/academic HOD in research work, quality improvement programmes and guide the junior staff.
- d) Such other duties and responsibilities as may be assigned to him from time to time.
- e) To supervise research work project assignments.

**Lecturer-Cum-Instructor:**

- a) To take classes (Theory and Practical) as required by academic HOD concerned.
- b) To assist the Sr. Lecturer cum Sr. Instructor in various spheres of his duties.
- c) To provide guidance to Asstt. Lecturer cum Asstt. Instructors.
- d) Involvement in research work under the supervision of senior faculty members and perform such other duties and responsibilities as may be assigned to him from time to time.
- e) Such other duties and responsibilities as may be assigned to him from time to time.

**Asstt. Lecturer-Cum-Asstt-Instructor:**

- a) To take classes both (Theory and Practical) and checking of students journals as required.
- b) Responsible for equipment and material under his charge.
- c) Make arrangements for conduct of theory and practical classes with the assistance of Attendants including maintenance and safe custody of equipment items and stocks thereof.
- d) Such other duties and responsibilities as may be assigned to him from time to time.

### **Administrative Officer:**

- a) To render suitable assistance to the Head of the Institute in all administrative, financial and other accounts matters.
- b) Supervision of General Office, Accounts and Budget work and assisting Principal in holding meetings of the Board, Executive Committee etc.
- c) Overall supervision in respect of proper utilisation and upkeep including payment of taxes in respect of lands and buildings belonging to the Institute.
- d) Organise purchases of Stores/Equipment etc. under the supervision of the Principal.
- e) Supervision of Security arrangements with security staff.
- f) Processing of RTI matters.
- g) To float tender and preparation of tender documents including terms & conditions of A.M.C.
- h) Calculation of tax and processing of form-16
- i) Audit of accounts and appointments of auditors.
- j) Such other duties and responsibilities as may be assigned to him from time to time.

### **Office Superintendent:**

- a) To assist the Principal, and Administrative Officer in the discharge of their overall administrative and academic functions for the smooth running of the office as well as Institute such other responsibilities as may be assigned by the competent authority from time to time.
- b) Appointment cases.
- c) MACP and pay fixation cases.
- d) Responsible for proper maintenance of the service books and personal files of the officials dealt in the establishment.
- e) To maintain the establishment register and other valuable record register.
- f) Responsible for maintenance of leave record of the staff.
- g) To supervise the work assigned to staff working directly under his control and disposal of Dak received daily in the establishment.

**Sr. Assistant Acctts:**

To assist the Administrative Officer and the Principal in the discharge of his overall responsibilities for the financial and accounts matters, MACP and pay fixation cases. To prepare Bank Reconciliation statement & Trail Balance on monthly basis supervision of store department & Cash & Bank work. Filling of GST & Income Tax returns and such other duties as may be assigned by a competent authority from time to time.

**P.A. to the Principal:**

Dictation from Principal and typing. Keeping proper record of the communications at the level of Principal and handling/security of all confidential documents and handling of administrative, accounts and establishment matter for career advancement and such other duties and responsibilities as may be assigned by the Principal from time to time.

**Asstt. Mtc. - cum - Care Taker (Out Sourced):**

Overall responsibility for all maintenance work and security matters and the Institute hostels and staff quarters and such other duties and responsibilities as may be assigned by a competent authority from time to time as per the terms and conditions of the contract.

**Clerk(Cash/Estt./Stores):**

Posting of Clerks on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years.

- a) **Cash:** Custody, receipt and disbursement of cash including maintenance of cash books and other connected records, collection of fees etc., from students and maintain accounts thereof. Checking of bills & manage bank work. Preparation of pay bills, deduction of necessary subscriptions towards GPF/NPS/Group Insurance Scheme/HBA/MCA and deposit in respective accounts in time.
- b) **Estt:** Handle all administrative and establishment work of the Institute including custody and maintenance of Institute records, service books and ensure periodic review and authentication of service records by the competent authority.

- c) **Stores:** Custody, receipt and supply of food and other connected items against written indents from the faculty staff duly authenticated by the HOD of the concerned stream of the academy, maintenance of stock registers and timely information to Administrative Officer about the stock position.

In addition, employees will perform such other duties as may be assigned to them from time to time.

**Jr. Scale. Stenographer:**

Dictation, typing work and maintenance of such files and other records as may be entrusted and such other duties and responsibilities as may be assigned by a competent authority from time to time.

**Note:**

Incumbents holding some of the existing posts like Maintenance Engineer etc. which do not figure in the Revised Recruitment Rules, 2001 would continue to hold these posts till they relinquish charge of the post due to resignation/retirement etc. duties and functions discharged by the incumbents of such posts could be assigned by deploying suitable persons on contract basis or on normal remuneration basis as soon as the incumbents relinquish charge on such posts due to the aforesaid reasons.