

# Government College of Arts & Crafts, Khallikote, Ganjam

## MANUAL-2

### Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

Sl. No.

Powers & Duties

**1 Name & Designation : Principal**

Power	Administrative	1. conduct of classes. 2. Engagement of Guest Faculties/action towards availing of C.L. and E.L. of the employees, discipline in the institution, examination and admission affairs. Attaining of high power meetings in the Government and Universities.
	Financial	All financial transaction of College both Plan & Non plan scheme and sanction powers of Rs. 1,00,000/- for each new scheme and Rs.25,000/- for recurring.
	Others	Nil.

Duties

**2.**

**Lecturer**

Power	Administrative	Conduct of classes, admission, examinations and other curricular activities.
	Financial	-
	Others	-

Duties

**3**

**Instructor**

Power	Administrative	Assists to the Teacher in the class
	Financial	-
	Others	-

Duties

**4**

**I.C.M.**

Power	Administrative	Assists to the Teacher in the class.
	Financial	-
	Others	-

Duties

**5**

**Carpenter**

Power	Administrative	Minor repairing works of doors, shutters, windows and Other wooden assets of the College as well as help to the students for preparation of framing works.
	Financial	-
	Others	-

Duties

**Offices**

**6**

**Principal**

<b>Power</b>	<b>Administrative</b>	<b>Over all charge of the Office and the Institution</b>	
	<b>Financial</b>		-
	<b>Others</b>		-
<b>Duties</b>			-

Sl. No.

**Powers & Duties**

**7**

**Senior Clerk**

<b>Power</b>	<b>Administrative</b>	<b>Accounts, Official affairs/store, maintenance of service books of The employees, preparation of bills, drawal of stipend and pays of the students and the employees.</b>	
	<b>Financial</b>		-
	<b>Others</b>		-
<b>Duties</b>			-

**8**

**Junior Clerk cum typist**

<b>Power</b>	<b>Administrative</b>	<b>Typical affairs.</b>	
	<b>Financial</b>		-
	<b>Others</b>		-
<b>Duties</b>			-