

**POWER AND DUTIES OF OFFICERS & STAFF**

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

**Manual 2**

**2.1 Please provide details of the powers and duties of officers and employees of the organization**

**Designation Powers and Duties**

Chairman 1) The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the member present shall elect one of their member to be Chairman of the meeting.

2) In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinions of the Principal of the College, take such action subject to these "Rules" as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.

Treasurer 1) The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII (4) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.

2) The Treasurer shall advise the Governing Body in regard to its financial policy.

3) The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the college and shall be responsible for the presentation of the Annual Estimates and the Annual Statement of Accounts.

4) The Chairman and the Treasurer acting jointly shall be authorized to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.

5) The Treasurer shall be custodian of the funds and securities of the College.

6) Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the college and to realize interest, dividend, bonus and profit due thereon.

7) All suits and proceedings by or against the college affecting property, investment and other financial matter, shall be filed and defended in the name of the Treasurer.

8) The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.

Principal      1) The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.

2) The Principal shall realize and receive all grants or other money due to the college from the Central and State Government, and the University and other persons, bodies and authorities.

3) The Principal shall not accept the membership of the Governing Body of any other college of the University of Delhi.

4) The Principal shall be responsible for the organization of teaching and co-curricular activities of the college.

5) The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the rules.

6) The Principal shall sanction all types of leave expecting study leave, leave without pay and privilege leave to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.

7) The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc will be taken by him without the prior approval of the Governing Body.

8) Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students Fund (ii) have powers to appoint Class IV Staff, and suspend and dismiss such staff and report the same to the Governing Body.

9) The Principal will decide the policies regarding Examination (College), promotion and admission to the college after consultation with the Staff Council as constituted under Ordinance XVIII (6).

10) The Principal, in order to keep the members of the Governing Body informed of the progress of expenditure of the College shall submit a half yearly statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads.

Bursar The Governing Body on the recommendation of the Principal shall appoint a Domestic Bursar in accordance with the provision of Ordinance XVIII (4) (2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College.

Associate Professor  
Assistant Professor

**Administrative Staff**

Section Officer Administration → Handling day to day Administrative work

Section Officer A/C → Handling affairs of the Accounts Department Accounts

Sr. Assistant → Accounts Maintaining ledgers, Cash books, Fee collection

Assistant → Updating the students & staff database

Junior Assistant → Day to day typing work and to deal with students

G.O. → Cyclostiling & store keeping

Driver Driving the Staff Car / Bus

Care Taker → Look after the maintenance of the college building & Supervision of the Class IV employees

Daftri Office Handling the diary & dispatch work Attending the day to day college work & delivery of mails Look after the gardening work Cleaning of the college building

Attendant Mali

Safai Karamchari

### **Library Staff**

#### **Designation: - Librarian**

##### **Job Description:-**

1. In Colleges the College Librarian is overall administrative/ professional in charge of the Library and responsible for performing, supervision, controlling of all jobs/activities and coordinating at all levels within and outside the system.

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#### **Designation: - Professional Assistant**

##### **Job Description:-**

1. To perform under the overall supervision of the Librarian of the College and assisting them in routine work.
2. **Membership and Circulation work:** Performing, supervising and coordinating the Membership and Circulation work of different categories of staff; Issuing the No Dues/ Clearance Certificates.
3. **Acquisition Work:** Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by Librarian; maintenance of records and correspondence; Receiving books on approval and on confirmed order and bills and checking with Purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division.; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc.
4. **Periodicals work:** Soliciting suggestions for renewal and inviting/ receiving for subscription of periodicals and their processing ; Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic databases; Placing orders for subscription of periodicals, electronic databases; maintaining and controlling the budgetary allocations; issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals.
5. **Technical Processing Work:** Classification, cataloging and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification

entries; downloading and uploading data of the processed books; Database maintenance and rectification.

6. Maintenance of Statistics of various nature; report generation both manual as well computerized.

7. **Reference and Referral Work:** Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/ information literacy and competency programmes; Inter-library loan services and maintenance of records; upkeep and development of reference collection.

8. Providing the Internet Access services, attending to e-mails and undertaking the maintenance of the Hardware/ software/ other peripherals.

9. Performing Opening and Closing work.

10. **Secretarial Work:** Maintenance of files, records, registers, stationery items, consumables required in the cell/ unit/ section.

11. Stock verification of books, periodicals and other document and permanent store items

12. Maintenance of legal documents.

13. Maintenance of the Library Buildings.

14. Attending morning, evening and holiday duties as supervisors of shift.

15. Any other jobs assigned from time to time

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### **Designation: - Semi-Professional Assistant**

#### **Job Description**

1. **Membership and Circulation Work:** Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, text books and other documents; Reservation/Recalling/ Issuing of reminder of books, text books and other documents; Collection of over due charges; preparation of no dues/ clearance certificates; Maintenance of Inter-library loan transaction records

2. **Acquisition Work:** Preparing purchase orders; Checking of duplication of books and other documents; Checking the purchase order of books, text books and documents in other media; receipt of books etc. on approval and on confirmed orders; filing of purchase orders; Bill preparation for payment; Certifying the Bills; Maintenance of Bill registers and expenditure register; Accessioning of Books; Transfer of books and other documents for technical processing.

3. Performing Data Entry operations.

4. **Periodicals work:** Order/ renewal of periodical subscriptions wherever required; Attending typing, Xeroxing and Data Entry operations registering the current issues of periodicals (manual and computerized); downloading and uploading periodicals data; Reminders for non-receipt of periodicals; Preparing bills for payment of subscription/ adjustment of advance; Display of current issues of periodicals wherever required; preparing the loose issues of periodicals into a set for binding.

5. Performing the Scanning jobs and attending to e-mails.

6. **Technical Processing work:** Attending typing, Xeroxing and Data Entry operations; Preparation and maintenance of shelf guides, bay guides; Spine label, book card, due date slip writing; downloading and uploading data of the processed books; filing of catalogue cards wherever required.

7. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders.

8. Preparing the list of documents for weeding out.

9. Upkeep and providing services from the Theses and Dissertations, rare books and other reserved collection.

10. Assist in Reference/ Referral services.

11. Library Services to users with special needs.

12. Performing the stock verification.

13. **Secretarial Work:** Data entry operations; noting, drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; staff salaries; other miscellaneous payments, stores, personal records, leave records etc.

14. Performing Morning, evening and holiday duties.

15. All other such jobs as may be assigned from time to time.

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**Designation: - Library Attendant**

**Job Description:-**

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.

2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.

3. Assist in Opening / Closing of the Library;

4. Manning the Check Point/ Property Counter;

5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library

6. Arrangement of chairs, tables in respective units, sections and in the reading halls.

7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.

8. Library services for users with special needs;

9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / xeroxed copies of sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
12. Searching out the damaged books and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.
14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
15. Collection of parcels from Rail, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs as may be assigned from time to time.



## Subject: Work Distribution

In supersession of the earlier College letter dated 24.06.2015, duties and work distribution of the Administrative staff is given below with an immediate effect till further orders. Kindly note the work not reflected here will remain assigned to the concerned persons as per the earlier College notifications. The staff will undertake all works assigned by the Principal from time to time and as and when required.

1. **Mrs. Rama Soin:** Over all supervision and monitoring of work of Administration Section.
2. **Sh. M.P. Singh:** To maintain all the records of Teaching and Non-teaching staff like service Books Recognition, Pay fixation, Statistical Information. Admission work including filing of replies and coordination with department/University. He will do the work of Ms. Rama Soin when she is on leave and any other work assigned by Principal from time to time and as and when required.
3. **Sh. Satbir:** All dealings of Admission, Enrolment, Migrations, maintenance of all types of records including attendance, register etc. Examinations, Foreign Students Information system, DTC Bus passes Railway Concession, Typing/Computer works etc. of students of B.Com (H)-I, II & III yr. BA(H) App Psychology-I, II & III yr and he will do the work of Mr. Azad Singh when he is on leave and any other work assigned by Principal from time to time and as and when required.
4. **Sh. Mahesh Kumar:** All dealing of Admission, Enrolment, CPC File, Migrations, Maintenance of all types of records including attendance, register etc. Examinations, Foreign Students Information system DTC, Bus passes, Railway Concession, Typing/Computer works etc. of students of B.Com (Prog)- I, II & III yr and he will do the work of Mr. Vijender Singh when he is on leave and any other work assigned by Principal from time to time and as and when required.
5. **Sh. Rajendra Singh:** All dealing of Admission, Enrolment, Migrations, maintenance of all types of records including attendance, register etc. Examination, Foreign Students Information system, DTC Bus passes, Railway Concession, Typing/Computer works etc. of students of BA(Prog.)- I, II & III and HJMC I, II & III yr. and he will do the work of Mr. Azad Singh when he is on leave and any other work assigned by Principal from time to time and as and when required.
6. **Mrs. Shobha Sharma:** All dealings of Admission, Enrolment, Migrations, maintenance of all types of records including attendance, register etc. Examinations, Foreign Students Information system, DTC Bus passes, Railway Concession, Typing/Computer works etc. of students of BA(H) Social Work-I, II & III yr and Mr. Birender will do her work when she is on leave and any other work assigned by Principal from time to time and as and when required.
7. **Sh. Azad Singh:** All dealing of Admission, Practical, all type file/scholarship file and practical, student of BA(Prog.)-I, II&III and HJMC I, II & III yr. and he will do the work of Mr. Rajendra /Mr. Stabir when he is on leave and any other work assigned by Principal from time to time and as and when required.
8. **Vijender Singh:** All dealing of Admission, Enrolment, Migrations, maintenance of all types of record including attendance, register etc. Examinations, Foreign students information system DTC Bus Passes Railway Concession, Typing/Computer works etc. of students of BBE- I, II & III yr., BA(H) Hindi- I & I yr., BA(H) History- I & II yr., BA(H) Geography- III and any other work assigned by Principal from time to time and as and when required.
9. **Sh. Mahender Singh:** All the leave record of Teaching and non-teaching staff and any other work assigned by Principal from time to time and as and when required.
10. **Sh. Kanishk Nautiyal:** Looking after Computer Lab-IV & its requirements; Assisting College Purchase; Annual Report, Prospectus, Entry of Internal and Practical marks of all courses and any other work assigned by Principal from time to time and as and when required.
11. **Sh. Mahesh Panchal:** Sh. Mahesh Panchal will perform the duty in Dak Section in the absence of Mr. Puran Singh/Mr. Raj Kumar Yadav and any other work assigned by Principal from time to time and as and when required.
12. **Mr. Vinay Sabharwal:** Diary/Dispatch, all scholarship works and any other work assigned by the S.O.(Admn.)/ Consultant/Principal from time to time and as and when required.

**Please Note:** The above mentioned staff is responsible for this work allocated as above in addition to the other work assigned from time to time by the Principal and as and when required by the College

Principal

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10/04/18

Consultant

4/04/18

S.O (Admn.)

2/4/18