

Manual 2
Powers and duties of officers and employees of updated 01032008
[Section 4(1)(b)(ii)]

Sr. No.	Name of the Post	Powers and Duties
1	Hon'ble Chancellor	As prescribed U/s 9 Mah. Uni. Act. 1994
2	Vice Chancellor	As prescribed U/s 14 Mah. Uni. Act. 1994 standard code Rule 1984, statutes, ordinances, finance code, direction, Govt rules
3	Pro Vice Chancellor	N.A.
4	Registrar	As prescribed U/s 17 Mah. Uni. Act. 1994 ,standard code Rule 1984, statutes, ordinances, finance code, direction, Govt. rules
5	Controller of Examinations	As prescribed U/s 18 Mah. Uni. Act. 1994, Ordinance, direction
6	Director of B.C.U.D.	As prescribed U/s 16 Mah. Uni. Act. 1994
7	Librarian	As prescribed U/s 19 Mah. Uni. Act. 1994
8	Finance and Accounts Officer	As prescribed U/s 20 Mah. Uni. Act. 1994 finance code, ordinances, Direction
9	Director of Students' Welfare	As prescribed U/s 21 Mah. Uni. Act. 1994 Assigned by superior or registrar from time to time
10	Director of Sports & Physical Education	Perform duties under the control of Vice-chancellor
11	Deputy Registrar	As prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time
12	Assistant Registrar	As prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time
13	Accounts Officer	As prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time
14	Assistant Librarian	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by Superior or Registrar from time to time
15	Deputy Engineer	As prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time
16	Information Scientist	As prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time
17	Personal Assistant	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
18	Senior Programmer	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
19	System Expert	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
20	Superintendent	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
21	Junior Engineer	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time

Sr. No.	Name of the Post	Powers and Duties
22	Stenographer (Higher Grade)	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
23	Asst. Superintendent	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
24	Steno (Lower Grade)	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
25	Data Operator	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
26	Senior Library Assistant	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
27	Culturist	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
28	Accountant	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
29	Statistician	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
30	Jr. Library Assistant	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
31	Store Keeper	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
32	Computer Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
33	Chemical Analyst	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
34	Draftsman	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
35	Laboratory Technician (Glassbore)	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
36	Cashier	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
37	Steno-Typist	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
38	Sr. Clerk	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
39	Jr. Telephone Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
40	Laboratory Assistant	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time

Sr. No.	Name of the Post	Powers and Duties
41	Jr. Clerk-cum-Typist	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
42	Carpenter	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
43	Driver	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
44	Plumber	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
45	Library Attendant / Attendant	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
46	Wireman	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
47	Head Mali	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time
48	Peon / Sweeper / Mali / Watchman	As prescribed in Standard Code Rules 1984 Duties prescribed by superior or Registrar from time to time