

ii) Power and Duties of Its Officers and Employees.

| Designation | Powers and Duties |
|------------------------------|---|
| Principal (Dr. S.B.Bhise) | Head of the institute is responsible for all the issues related to running and developing the institute. |
| Head of Department | Is the senior most faculty of a department and looks after the day to day administrative works of the department. |
| Professor | Teaching, Research, Consultancy, Guidance to PG and UG students, Counseling, Preparing proposal, Major purchase, Assist in administrative Teaching work assigned by higher authorities. |
| Assistant Professor | Technical, Assistance in research and consultancy, Guidance to UG/PG students, Assistance to professor, Lab development, Administrative work assigned by higher authority. |
| Lecturer | Teaching, Testing work, Guidance to students, Co-ordinate students activity, Lab development, Assistance to professor and Assistance professor, Work assigned by higher authorities. |
| Registrar | Perform the administrative work under the direction of the Principal and higher authorities, Supervise the day to day work of office, Work assigned by higher authorities. |
| Librarian | Responsible for all the work related to library, procurement of books, journals, CD's and record keeping. |
| Rector | Look after the issues related to hostel with assistance from wardens |
| Warden | Look after the works related to hostel under the guidance of rector |
| Store keeper | Looks after central stores, book keeping for central purchases. |