

Manual – 2 Section 4 (1) (b) (ii)

The Powers and Duties of Officers and Employees;

1. The Principal is the chief academic and executive officer of the college. He is responsible for administration, organization, instructions and management affairs of the college, as stipulated in Patna University, Patna Calendar / Ordinance.
2. Powers and duties of other authorities including Teaching & Non-Teaching faculty members, library and laboratory staff are also in accordance to as laid down in rules and regulations of the Patna University Act. / UGC Act. / HRD Govt. of Bihar.

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

Designation Powers and Duties:

- Principal / Chairman : The Principal of College is ex-officio Chairman of all the committees / bodies constituted to manage the affairs of college. He/She shall preside over the meetings of all the Committees / Bodies including the Staff Council & Proctorial Board. In the absence of the Chairman at any particular meeting, the convener of the committee shall be the Chairman of the meeting. In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinions of the Members of the Committee, take such action subject to these “Rules” as he thinks necessary and shall report the action taken by him to the University. Body at its next meeting for approval and confirmation. Bursar (Income & Expenditure) of College shall in accordance with Ordinance, to supervise the receipts and expenditure of the College. The Bursar, SO & Accountant of College shall be responsible for the proper maintenance of its accounts.
- The Bursar shall advise the Staff Council, Proctorial Board and University representative in regard to its financial policy. The Bursar shall, subject to the direction and control of the Staff Council / College Development Committee, 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.
- The Principal / Chairman and the Bursar acting jointly shall be authorized to sign all contracts / Purchase Order on behalf of the College.
- The Bursar shall be custodian of the funds and securities of the College. Subject to the direction and control of the Staff Council, the Bursar 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.
- 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 Bursar.

- The Bursar shall exercise such further powers and perform such other duties as may be prescribed by the University /Academic Council / College Development Committee / Principal.
- The Principal being the Head of the College under the Act is the Chief Executive Officer of the College. The Principal shall realize and receive all grants or other money due to the college from the Central and State Government, UGC and the University and other persons, bodies and authorities.
- The Principal shall not accept the membership of the University representative / Proctorial Board of the College.
- The Principal shall be responsible for the organization of teaching and co-curricular activities of the college in consultation of the concerned committee.
- The Principal shall sanction leave of all types, within the rules prescribed, to all Teaching & Non-Teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the rules.
- 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 University.
- The Principal may suspend / issue show cause notice to 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 Staff Council / University.
- Subject to control by the Staff Council the Principal shall in addition to his other powers and functions (i) operate the Students Fund (ii) have powers to appoint Class IV Staff on Contract Basis and suspend such staff and report the same to the University.
- The Principal will decide the policies regarding Examination (College), and admission to the college after consultation with the Staff Council as constituted.
- The Principal, in order to keep the members of the Staff Council informed of the progress of expenditure of the College shall submit a half yearly statement of income and expenditure of the College through the Bursar, to the Staff Council for information according to the Budget heads.
- The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Staff Council through the Principal, manage the domestic and internal finances of the College.
- Administrative Staff, Section Officer Handles day to day Administrative work, Accountant Handles affairs of the Accounts, Sr. Assistant Accounts Maintain ledgers, Cash books, fee collection.
- Assistant updating the students & staff database Junior Assistant / Routine Clerk manage time-table, Day to day typing work and to deal with students.
- Store keeper maintains the records of acquisition and release of equipments procured in College.
- Driver Drives the Principal Car / Bus Care, Taker Looks after the maintenance of the college vehicles.

- Librarian Job Description:- 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 College Central Library. One Teaching Staff is vested with power of Library-In-Charge & He/She is convener of Library Advisory committee. He monitors and supervise the Library services i.e. acquisition of new books, journals & ICT facilities in Library.
- Librarian of the College assists students and staff in obtaining the Membership and Circulation work of different categories, Issuing the No Dues/ Clearance Certificates. 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, technical Processing Work: Classification, cataloging and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification.
- Peon / Attendant / Mali / Safai Karamchari / Library Staff Handles the diary & dispatch work, attends the day to day college work & delivery of mails, Look after the Gardening Work, Cleaning of the college building entries. Any other jobs assigned from time to time by the competent authority.