

DUTIES AND RESPONSIBILITIES

A) ACADEMIC STAFF

1. PRINCIPAL :

- a) Principal is academic and executive officer of the Institute and responsible for proper administration and finance, discipline, teaching etc. as per Bye-laws, Memorandum of Association, and Rules and Regulations of the Society and within the powers vested/delegated to him by the Board of Governors/Central Government.
- b) Custodian of records and Society's funds and other immovable/movable assets of the Society.
- c) As Secretary of the Board of Governors and Executive Committee respectively, he is responsible for arrangement of meetings. To inform Government for filling up vacant posts in BOGs or Executive Committee.
- d) Initiate faculty Development /Research/Experimentation in close association with the Heads of Academic Departments and submit periodic feedback to National Council for Hotel Management and Catering Technology and the Ministry. Also sponsor employees from administrative cadres including PA for Cash & Accounts training and other refresher courses conducted by IST&M, New Delhi through NCHMCT.
- e) Such other duties as may be entrusted to the incumbent by the Executive Committee/Board of Governors and Government of India from time to time.

2) HEADS OF ACADEMIC DEPARTMENT INCLUDING VICE PRINCIPAL

VICE PRINCIPAL :

Any Institute of Hotel Management, for their own administrative convenience, may, with the approval of its Board of Governors, designate one of the Heads of Academic Department as Vice Principal on rotational basis for a period of two years from amongst the academic HODs in order of seniority.

- a) He will perform duties as assigned to him as academic HOD and may also function as Dean of the Institute looking after counselling/training/placements of the students etc.
- b) Teaching as assigned by the Principal from time to time.
- c) Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards, records, all equipment, tools and materials with the Department, regular departmental meetings with minutes recorded for discussions with the Principal, assistance to the Principal in the maintenance of staff and students discipline, innovation of programmes to strengthen the Institute's national and international reputation.
- d) Assist Principal in R&D activities for improving quality of teaching of service to the industry and community.
- e) Overall charge of the Labs and other working areas concerned, involvement in the purchase of equipment items etc. both in matter of indenting, tendering and conduct of Purchase Committee meetings.
- f) Administrative Offices.
- g) Arranging of training and welfare of students and such other duties and responsibilities as may be assigned to him by the Principal.

3) HEAD OF DEPARTMENT

- a) Teaching as assigned by the Principal from time to time.
- b) Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards, records, all equipments, tools and materials with the Department, regular departmental meetings with minutes recorded for discussions with the Principal, assistance to the Principal in the maintenance of staff and students discipline, innovation of programmes to strengthen the Institute's national and international reputation.
- c) Assist Principal in R&D activities for improving quality of teaching of service to the industry and community.
- d) Overall charge of the Labs and other working areas concerned, involvement in the purchase of equipment items etc. both in matter of indenting, tendering and conduct of Purchase Committee meetings.
- e) Such other duties/responsibilities as may be entrusted from time to time.

4) **SENIOR LECTURER-CUM-SENIOR INSTRUCTOR**

- a) To take classes (Theory and Practical) under overall supervision of the academic HOD.
- b) Responsible for equipment/material under his charge.
- c) To assist the Principal/academic HOD in research work, quality improvement programmes and guide the junior staff.
- d) Such other duties and responsibilities as may be assigned to him from time to time
- e) To supervise research work/project assignments.

5) **LECTURER-CUM-INSTRUCTOR**

- a) To take classes (Theory and Practical) as required by academic HOD concerned.
- b) To assist the Sr. Lecturer cum Sr. Instructor in various spheres of his duties.
- c) To provide guidance to Asstt. Lecturer cum Asstt. Instructors.
- d) Involvement in research work under the supervision of senior faculty members and perform such other duties and responsibilities as may be assigned to him from time to time.
- e) Such other duties and responsibilities as may be assigned to him from time to time.

6) **ASSTT. LECTURER-CUM-ASSTT. INSTRUCTOR**

- a) To take classes both (Theory and Practical) and checking of students' journals as required.
- b) Responsible for equipment and materials under his charge.

- c) Make arrangements for conduct of theory and practical classes with the assistance of Attendants including maintenance and safe custody of equipment items and stocks thereof.
- d) Such other duties and responsibilities as may be assigned to him from time to time.

B) NON-ACADEMIC STAFF :

1) ADMINISTRATIVE -CUM-ACCOUNTS OFFICER

- a) To render suitable assistance to the Head of the Institute in all administrative, financial and other accounts matters.
- b) Supervision of General Office, Accounts and Budget work and assisting Principal in holding meetings of the Board, Executive Committee etc.
- c) Overall supervision in respect of proper utilisation and upkeep including payment of taxes in respect of lands and buildings belonging to the Institute.
- d) Organise purchases of Stores/Equipment etc. under the supervision of the Principal and in association with the concerned faculty staff.
- e) Supervision of Security arrangements with security staff.
- f) Such other duties and responsibilities as may be assigned to him from time to time.

2) OFFICE SUPERINTENDENT

To assist the Principal, Vice-Principal and Administrative Officer in the discharge of their overall administrative and academic functions for the smooth running of the office as well as Institute and such other responsibilities as may be assigned by the competent authority from time to time.

3) **ACCOUNTANT**

To assist the Administrative-cum-Accounts Officer and the Principal in the discharge of his overall responsibilities for the financial and accounts matters and such other duties as may be assigned by a competent authority from time to time.

4) **ACCOUNTANT-CUM-OFFICE SUPERINTENDENT**

To assist the Principal, Vice-Principal and Administrative-cum-Accounts Officer in the discharge of their overall administrative, academic, financial and accounts matters for the smooth running of the office as well as the Institute as such other responsibilities as may be assigned by the above mentioned authorities from time to time.

5) **P.A. TO THE PRINCIPAL**

Dictation from Principal and typing. Keeping proper record of the communications at the level of Principal and handling/security of all confidential documents and handling of administrative, accounts and establishment matter for career advancement and such other duties and responsibilities as may be assigned by the Principal from time to time.

6) **MAINTENANCE FOREMAN-CUM-CARETAKER**

Overall responsibility for all maintenance work and security matters and the Institute hostels and staff quarters and such other duties and responsibilities as may be assigned by a competent authority from time to time as per the terms and conditions of the contract.

7) **ASSTT. MAINTENANCE FOREMAN-CUM-CARETAKER**

To provide assistance in all the maintenance jobs and to maintain Inventory Register under the overall supervision of Maintenance Foreman-cum-Caretaker and to do such other duties and to discharge responsibilities as may be assigned by a competent authority from time to time as per the terms and conditions of the contract.

8) **UDC (CASH/ESTT./STORES)**

Posting of UDCs on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years.

- a) Cash : Custody, receipt and disbursement of cash including maintenance of cash books and other connected records, collection of fees etc., from students and maintain accounts thereof.
- b) Estt. : Handle all administrative and establishment work of the Institute including custody and maintenance of Institute records, service books and ensure periodic review and authentication of service records by the competent authority.
- c) Stores : Custody, receipt and supply of food and other connected items against written indents from the faculty staff duly authenticated by the HOD of the concerned stream of the academy, maintenance of stock registers and timely information to Administrative-cum-Accounts Officer about the stock position.

In addition, employees will perform such other duties as may be assigned to them from time to time.

9) **STENOGRAPHER**

Dictation, typing work and maintenance of such files and other records as may be entrusted and such other duties and responsibilities as may be assigned by a competent authority from time to time.

10) **LDC (CASH/ESTT./STORES)**

Posting of LDCs on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years.

- a) Cash : Assist UDC (Cash) in handling custody and upkeep of records relating to cash, preparation of pay bills, deduction of necessary subscriptions towards GPF/CPF/Group Insurance Scheme/HBA/MCA including typing work.
- b) Estt. : Assist UDC (Estt.) in maintenance and safe custody of the official records relating to Institute, employees service records, other miscellaneous jobs including typing work.

- c) Stores : Assist UDC (Stores) in maintenance, upkeep and issue of stores items to the faculty members against indents under authorisation by UDC (Stores), upkeep of stock registers for submission to UDC (Stores) including typing work.

11) **DRIVER-CUM-MECHANIC**

To drive car/vehicle for official use only and carry out routine repairs of the vehicles as and when required. After duty the vehicle should be parked in Institute's building. In case of accident, he will inform Principal and lodge report with the Police Station. He shall keep log book and consumption of petrol/diesel in the log book on daily basis along with signature of the person using the car. At the end of the month he should get the log book verified and signed by Administrative cum Accounts Officer and Principal.

12) **ATTENDANT**

To provide assistance on full time basis to Asstt. Lecturer-cum- Asstt. Instructor in the upkeep, maintenance and conduct of classes, both theory and practical.

13) **PEON**

To assist the Principal and other administrative staff.

14) **LIBRARIAN**

Custodian of Institute's library books/journals etc., accession of books, issue of library cards and overall supervision of Asstt. Librarian, review and verification of stock register of books in hand and those outstanding with the staff members/students, levying of penalty in case of retention of books etc., by staff/students beyond a prescribed period, issue of NOC to the outgoing staff members and students.

15) **ASSISTANT LIBRARIAN**

Maintenance of stock register, issue of books including receipt and return, checking of condition of books and inform Librarian in case of damages/issue of

reminders to the staff/students in case of delay in return within prescribed time, general review of the stocks from time to time and submission of report to the Librarian.

NOTE: Incumbents holding some of the existing posts like Maintenance Engineer etc. which do not figure in the Revised Recruitment Rules, 2001 would continue to hold these posts till they relinquish charge of the post due to resignation/retirement etc. duties and functions discharged by the incumbents of such posts could be assigned by deploying suitable persons on contract basis or on normal remuneration basis as soon as the incumbents relinquish charge on such posts due to the aforesaid reasons.