

Chapter 3

Power and duties of its officers and employees

Institute of Hotel Management Catering & Applied Nutrition, IHM Ahmedabad			
A - ACADEMIC			
S.No.	Designation	Reporting To	Duties
1	Principal	Secretary	Principal academic and executive officer of the Institute and responsible for proper administration and finance, discipline , teaching etc., Custodian of Records and Funds, Administration of the Institute as per Bye Laws, Memorandum of Association and Rules & Regulations of the Society and powers vested/delegated to him by the BOG.
2	Head of Department	Principal	Teaching as assigned by the Principal from time to time, Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards and maintenance of necessary records, all equipment's, 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. Faculty development, conduct research experimental studies for improving quality of teaching to be service to the industry and community. Any other duties

			assigned by Principal/Vice Principal from time to time.
3	Senior Lecturer	Principal / Head of Department	To take classes as required, Responsible for equipment/material under his charge., To assist the chief instructor in research work, quality improvement programmes and guide the junior staff. Such other duties and responsibilities from time to time
4	Lecturer	Principal / Head of Department	To take classes as required., to assist the senior lecturer in various spheres of his duties., To provide guidance to Assistant Lecturer and Demonstrators., Such other duties and responsibilities as may be assigned him from time to time by his senior authorities.
5	Assistant Lecturer	Principal / Head of Department	To take classes and checking of student's journals as required., Responsible for equipment and materials under his charge., Such other duties and responsibilities as may be assigned to him by his senior authorities from time to time.

6	Administrative Officer	Principal	To render suitable assistance to the Head of the Institute in all administrative, Financial and other Academic matters., Supervision of General office, Accounts, Budget work relating to Meetings of the Board, Executive Committee etc., Overall supervision in respect of proper utilization and upkeep including payment of taxes in respect of Lands & Buildings Belonging to the Institute., Organize purchase of stores/Equipment etc., Supervision of security arrangements, Arranging of training and welfare of of students and such other duties and responsibilities as may be assigned to him by the Principal
7	Office Superintendent	Principal / Administrative Officer	To assist the Principal and the administrative officer in the discharge of his overall responsibilities for the organizational, administrative and academic matters and such other duties and responsibilities as may be assigned by competent authority from time to time.
8	Accountant	Principal / Administrative Officer	To assist the Principal and Administrative officer in all financial, budgetary and accounting matters. Overall responsibility for preparation of Budget estimates, revised estimates expenditure control, pre-checking of all financial accounting records etc. including employees provident fund, preparation of annual accounts, settlement of audit/Inspection Reports etc. and such other duties and responsibilities as may be assigned by a competent authority from time to time.

9	PA to Principal	Principal / Administrative Officer	Dictation/typing and keeping proper records of the communications at the level of Principal and handling/security of all confidential work and such other duties and responsibilities as may be assigned by a competent authority from time to time.
10	Stenographer	Principal / Office Superintendent	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.
11	UDC	Office Superintendent / Accountant	Ministerial duties including custody and maintenance of records and such other duties and responsibilities as may be assigned by a competent authority from time to time.
12	LDC	Office Superintendent / Accountant	Ministerial duties including typing, maintenance of records and dealing with routine matters and such other duties and responsibilities as may be assigned by a competent authority from time to time.
13	Librarian	Office Superintendent / Accountant	Full responsibility form looking after the Institute's Library and reading Room including receipt, issue and return etc. of Institute's books/magazines etc. and such other duties and responsibilities as may be assigned by a competent authority from time to time.
14	Maintenance Foreman Cum Caretaker	Office Superintendent / Accountant	Overall responsibility for all maintenance work and security matters of the Institutes and such other duties and responsibilities as may be assigned by a competent authority from time to time.

15	Driver	Office Superintendent / Accountant	To drive, look after and carry out routing repairs to the vehicle owned of hired by the Institute and such other duties and responsibilities as may be assigned from time to time.
16	Attendant	Department Head	Cleaning and sweeping of floors as well as top cleaning and cleaning of equipment fittings and furniture etc. and proper upkeep of respective departments and such other duties and responsibilities as may be assigned by a competent authority from time to time.
17	Peon	Administrative Officer	To assist the principal and other administrative staff and such other duties and responsibilities as may be assigned by competent authority from time to time.