

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

Sr. No.	Designation of Post	Powers & 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	Dy. Librarian	As prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time
10	Asstt. Librarian	As prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time
11	Information Scientist	As prescribed in Standard Code Rules 1984 Duties prescribed by Superior or Registrar from time to time
12	Director of Student Welfare	As per prescribed U/S 21 Mah.Uni.Act.1994
13	Director of Adult Education	As prescribed U/s 22 Mah. Uni. Act. 1994 duties assigned by superior or Registrar from time to time
14	Director of Sports	As prescribed U/s 20 Mah. Uni. Act. 1994 Duties prescribed by superior or Registrar from time to time
15	Executive Engineer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
16	Dy. Registrar.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
17	Dy. Registrar. (VCO)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
18	Dy. Registrar. (Law/RTI)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
19	Dy. Finance & Accounts Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
20	University Deputy Engineer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time

21	In-Charge, Computer Centre	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
22	System Analyst	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
23	Asst. Registrar	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
24	Asst. Finance Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
25	Medical Officer	To regulate Dept. 1. Sanction the Leave 2. Issue 3. Maintain CR of employee. 4. Checking daily patient. 5. Purchase of register Stock registrar 6. To issue the Medical Certificate.
26	Public Relation Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
27	Asst. Director of Sports	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
28	Section Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
29	Garden Supdt.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
30	Hostel Supdt.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
31	Jr. Engineer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
32	Jr. Engineer (Electrical)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
33	Jr. Engineer (Civil)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
34	Personal Assistant	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time

35	Cashier	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
36	Asst. Section Officer	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
37	D.T.P. Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
38	Steno (H.G.)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
39	Store Keeper	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
40	Health Center Nurse	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
41	Data Entry Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
42	Asst. Hostel Suptd.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
43	GodwoonKeeper	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
44	Asst. Store Keeper	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
45	Technical Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
46	Technical Assistant (Photo)	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
47	Forman	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
48	Proof Reader	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time

49	Steno Lower Grade	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
50	Pump Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
51	Sr. Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
52	Jr. Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
53	Driver	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
54	Wireman	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
55	Trained Attendance	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
56	Xerox Operator	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
57	Peon / Hamal	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
58	Library Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
59	Book Binder	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
60	Tech. Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
61	Lab Asst.	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
62	Lab Attendant	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
63	Rector	Hostel admission and other Activities

64	Liftman	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
65	V. C. Jamadar	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time
66	Paharekari	As prescribed in Standard Code Rules 1984 in Form No. 5 Duties prescribed by superior or Registrar from time to time