

## Manual 2

# Powers and duties of the officers and employees

### Designation

#### Chairman

### Powers and Duties

1) The Chairman shall preside over the meetings of the Governing Body.  
In

the absence of the Chairman at any particular meeting, the member present

shall elect one of their members to be Chairman of the meeting.

2) In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinions of the

Principal of the College, take such action subject to these "Rules" as he thinks necessary and shall report the action taken by him to the Governing

Body at its next meeting for approval and confirmation

#### Treasurer

1) The Governing Body shall appoint a Treasurer from among its members

in accordance with Ordinance XVIII (4) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for

the proper maintenance of its accounts.

2) The Treasurer shall advise the Governing Body in regard to its financial policy.

3) The Treasurer shall, subject to the direction and control of the Governing Body, 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.

4) The Chairman and the Treasurer acting jointly shall be authorized to sign all contracts on behalf of the College subject to Clauses 6 of the Memorandum of Association.

5) The Treasurer shall be custodian of the funds and securities of the College



**Principal**

- 6) Subject to the direction and control of the Governing Body, the Treasurer 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.
- 7) All suits and proceedings by or against the college affecting properly, investment and other financial matter, shall be filed and defended in the name of the Treasurer.
- 8) The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body
- 1) The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.
- 2) The Principal shall realize and receive all grants or other money due to the college from the Central and State Government, and the University and other persons, bodies and authorities.
- 3) The Principal shall not accept the membership of the Governing Body of any other college of the University of Delhi.
- 4) The Principal shall be responsible for the organization of teaching and co-curricular activities of the college.
- 5) The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the rules.
- 6) The Principal shall sanction all types of leave to the teaching staff in accordance with the leave rules 2002 except that in case the grant of leave involves appointment of a substitute, the same will be done by her with the approval of the Chairman.
- 7) The Principal may suspend 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 Governing Body.
- 8) Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students Fund (ii) have powers to appoint Class IV Staff, and suspend and dismiss such staff and report the same to the Governing Body.
- 9) The Principal will decide the policies regarding Examination (College), promotion and admission to the college after consultation with the Staff Council as constituted under Ordinance XVIII (6).

केशव महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
एच-4-5 जोन, पीतमपुरा, सैनिक विहार  
के पास, दिल्ली-110034



**KESHAV MAHAVIDYALAYA**  
(University of Delhi)  
H-4-5 Zone, Pitampura,  
Near Sainik Vihar,  
Delhi-110034

	<p>10) The Principal, in order to keep the members of the Governing Body informed of the progress of expenditure of the College shall submit a half yearly statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads.</p>
<b>Bursar</b>	<p>The Governing Body on the recommendation of the Principal shall appoint a Domestic Bursar in accordance with the provision of Ordinance XVIII (4) (2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College.</p>
<b>Professor/Associate Professor/Assistant Professor</b>	<p>Teaching, Research &amp; Examination Work</p>
<b>Administrative Staff</b>	
<b>Administrative Officer</b>	<p>Supervision of Administration Secretarial duties in Principal Office Handling day to day Administrative work</p>
<b>Senior PA to Principal</b>	<p>Maintaining service records, leave account of teaching and non-teaching staff</p>
<b>Section Officer Administration</b>	<p>Updating the students &amp; staff database</p>
<b>Sr. Assistant</b>	<p>Day to day typing work and to deal with students</p>
<b>Assistant</b>	<p>Cyclostyling &amp; store keeping</p>
<b>Junior Assistant</b>	<p>Driving the Staff Car / Bus</p>
<b>G.O.</b>	<p>Look after the maintenance of the college building &amp; Supervision of the Class IV employees</p>
<b>Driver</b>	<p>Handling the diary &amp; dispatch work</p>
<b>Care Taker</b>	<p>Attending the day to day college work &amp; delivery of mails</p>
<b>Daftri</b>	<p>Look after the gardening work</p>
<b>Office Attendant</b>	<p>Cleaning of the college building</p>
<b>Mali</b>	
<b>Safai Karamchari</b>	
<b>Accounts Staff</b>	
<b>Section Officer Accounts</b>	<p>Handling affairs of the Accounts Department</p>
<b>Sr. Assistant Accounts</b>	<p>Maintaining ledgers, Cash books, Fee collection</p>
<b>Assistant</b>	<p>Updating the students &amp; staff database</p>
<b>Junior Assistant cum typist</b>	<p>Day to day typing work and to deal with students</p>
<b>Daftri</b>	<p>Handling the diary &amp; dispatch work</p>
<b>Office Attendant</b>	<p>Attending the day to day college work &amp; delivery of mails</p>

एच-4-5 जोन, पीतमपुरा, सैनिक विहार के पास, दिल्ली- 110034 दिल्ली विश्वविद्यालय

H-4-5 Zone, Pitampura, Near Sainik Vihar, Delhi-110034, University of Delhi

E:- [principal@keshav.du.ac.in](mailto:principal@keshav.du.ac.in), Website:- [keshav.du.ac.in](http://keshav.du.ac.in)

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(दिल्ली विश्वविद्यालय)  
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### Library Staff

<b>Librarian</b>	Controlling the library system
<b>Professional Assistant</b>	Keeping the record of all books, Magazines etc.
<b>Semi Professional Assistant.</b>	Distribution of books
<b>Library Attendant</b>	Maintenance of the cleanliness of the Library

### Laboratory Staff

<b>Technical Assistant</b>	Maintenance of laboratory equipment
<b>Scientific Assistant</b>	Assist in the practical instructions of Computer Science Students
<b>Laboratory Assistant</b>	Preparation for practical classes in the science laboratories and maintenance of laboratory equipments
<b>Laboratory Attendant</b>	Maintenance of the cleanliness of the laboratories

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