

Power and Duties

The Institute's apex governing body is Board of Governors. The general superintendence, direction and control of the affairs of the Society and its income and property are vested with the Board of Governors headed by the Chairperson, Board of Governors and 15 members. The Director is the Principal Academic and Executive Officer of the Institute. The Director shall be responsible for the proper administration of the Institute and for imparting of instructions and maintenance of discipline therein. The Director is vested with academic, financial & general powers under the 'Delegation of Powers' approved by the Board of Governors from time to time. The powers of the Director have been sub-delegated to the faculty and officers under him.

Dean appointed from among faculty members, in rotation every two years shall advise the Director on academic issues. The Chief of Administration will assist the director in administrative matters.

The Chief of Administration nominated as Secretary, Board of Governors, is the custodian of records related to meetings of the Board of Governors and Sub- Committees and is responsible for the conduct of these meetings and implementing the decisions by the Board and Sub- Committees.

The Finance & Accounts Officer manages the financial and accounting functions. Other officers and staff of the Institute assume powers, responsibilities and duties as assigned to them from time to time by the respective departmental heads.

Power and Duties of Other Employees and Work Allocation

As per the power sub-delegated by the Competent Authority, the Head of the Department has certain administrative and financial powers for smooth functioning of the department.

The employees are performing the assigned duties in the designated level of Office Assistant, Personal Assistant, Office/Personal Assistant and Administrative Officers. The Administrative Officers are Sectional Heads managing the overall activities in academic and non- academic segments.