

1.2.5 Work Allotment

Nomenclature of Post	Nature of Work
Professor	Teaching, Research and all other Academic activities.
Controller of Examination	<p>He/She shall be the Principal Officer-in-charge to ensure smooth functioning in the interest of the Examination Section.</p> <p>Arrange to prepare Draft rules relating to different course of studies, syllabi and examinations for approval by the appropriate authority.</p> <p>Arrange for preparation of academic calendars.</p> <p>Arrange for written test papers for admission.</p> <p>Arrange for conduct of Examinations, evaluation and declaration of results.</p> <p>Arrange for issuing Grade Cards to the candidates of different examinations.</p> <p>Enforce disciplinary action against the candidates for violation of prescribed rules in the Examination halls.</p> <p>Deal with matter of connected with reforms of examinations and academic planning.</p> <p>Custodian of all important Examination registers and records concerning the Examinations</p> <p>Arrange for issuing Grade Cards to the candidates of different examinations.</p> <p>Enforce disciplinary action against the candidates for violation of prescribed rules in the Examination halls.</p> <p>Deal with matter of connected with reforms of examinations and academic planning.</p> <p>Deal with matters of recognition of degrees and Examination of other university / Institutions /Boards.</p> <p>Perform such other duties as may be allotted by the Vice - Chancellor / Board of Management /Academic Council from time to time.</p>
Associate Professor	Teaching, Research and all other Academic activities.
Head Computer Centre (System Manager)	Administrate all the activities in the Computer Centre related to University Network and Computer Lab. Managing a team of staff including System Engineer, programmers, and Senior Technical Assistant and support specialists. Evaluating the functionality of systems. Selecting and purchasing appropriate hardware and software, managing IT budgets. Testing and modifying systems to ensure that that they operate reliably.
Training & Placement Officer	Deal with the matters of all training and placement of the students.
Assistant Professor	Teaching, Research and all other Academic activities.
Faculty Librarian Grade – I	Acquisition- Arts & Social Section. Internet. M. Phil Dissertation & Synopsis submission work etc.

System Engineer	Administrate the whole network of the university including network equipment configuration and management. Maintenance of all the servers including proxy servers, LDAP server and DHCP server. Look after all the other activities related to Computer Centre. Administrate & maintenance of University website. Take PGDCSA students IT related project classes.
Administrative Officer (Computers)	Designated as Public Information Officer. Designated as Nodal officer of the Institute for AISHE (MHRD). Developing and maintaining various Software of the Institute. Deal with the matters of Statistical related work. Deal with matters of purchases of IT and other items. Handling NAD related work as member of National Academic Depository (NAD) cell. Handling other activities as assigned from time to time.
Assistant University Librarian	Acquisition- Science, Gen & Ref and Gratis Section. Technical Work and Photocopy Supervision etc.
Assistant Registrar (Administration)	Day to Day Administrative work Administrative work of meeting Section/General Section/Establishment Section. Maintaining /keeping old records of all files of – Governing Body/Finance Committee/Academic Council/Managing Councils (General/Technical)/Primary Body etc.Making Arrangement for meetings. Receipt of Dak and its disposal Preparation of various documents/files for higher authorities Correspondence with State Government/Central Government/UGC etc. Correspondence with M.P. Board regarding our Rajaborari Schools Correspondence regarding UGC regulations 2016 & 2019 Correspondence with President of the Institute Gathering information from all Faculties/departments of the Institute Payment of T.A./D.A. Bills to members of different Bodies/Councils Monitor and respond to all staff/supervisors/students Manage communication between teaching/non-teaching staff with Registrar/Director Maintain confidential files/matters/Enquiries etc. Manage vehicles of the Institute Manage requirement of Guest House Monitor Cleanliness/security in the campus Supervise working of assigned staff Other work as assigned by the Registrar/Director from time to time

Assitt. Supdt. Of Works	Overall incharge of Works Department.
Assistant Registrar (Accounts/Examination)	<p>Subject to the direct control and supervision of the Registrar/Treasurer and to the extent as may be directed by him, the Assistant Registrar shall deal with the matter in respect of:</p> <p>Dealing and checking of all financial activities</p> <p>Subordinate staff including grating of leave</p> <p>Selection Committees for teachers and Standing Committees for selection of non-teaching staff and Officers</p> <p>Visitors, excursion of students of other Institutions arrangement of showing around</p> <p>Halls, auditorium, committee rooms arrangement for meeting and functions</p> <p>Recruitment, Examination, tests, etc.</p> <p>Medical Examination</p> <p>Railway Concession</p> <p>Such other duties as may be assigned to him by the Registrar</p>
Coach Physical Education	To provide coaching of games and sports activities to the students and to organize games and sports events and tournaments.
Workshop Superintendent	Overall incharge of Works Department (Civil, Water, Wood work and Electricity).
Semi Professional Assistant (Library)	Circulation Counter and Supervision of Gen & Ref Stack
Programmer	Coding and debugging. Designing and testing computer structures. Troubleshooting system errors. Writing computer instructions. Maintenance of Network in the University. Maintenance of Video conferencing servers in the university. Maintenance of Computer Lab of Computer Centre and look after the other activities related to lab. Take classes of Information technology.
Faculty Librarian Grade II	Library Acquisition, M. Phil Dissertation & Synopsis submission work etc.
Section Officer	<p>Disciplinary cases</p> <p>Legal cases</p> <p>Disposal of Audit Objection</p> <p>Policy matters</p> <p>Processing of G.Os received from various agencies</p> <p>Pay-fixation</p> <p>ISO related work</p> <p>Accounts Section:</p> <p>Checking and processing of finance related documents</p> <p>Compilation, consolidation, monitoring and disbursement of budget</p>

	Correspondence on audit Over all supervision of Section
Junior Engineer	All site works and site stock. (New constructions as well as maintenance works
Stenographer	Taking dictation in shorthand and its transcription, maintaining proper order of the files/ papers required to be retained by the Officer and keeping a note of the movement of files, passed by his officer
Office Superintendent	Performs duties related to distribution and monitoring of work among the staff of the assigned Section, scrutinizes the work of the dealing hand, submits the case to the appropriate higher officer and maintains order and discipline in the Section.
Professional Assistant	Periodical Section, E-Shodh Sindhu work and Format Checking of Thesis/Dissertation etc.
Head Assistant	dealing with visitors and their enquiry General correspondence Liaisoning with local authorities in connection with work regarding vehicles of the Institute Tenders processing work EPF related work
Technician Grade I	Lab teaching and Laboratory maintenance and supervision.
Demonstrator	Lab Teaching and maintenance
Senior Technical Assistant	Lab teaching, supervision and maintenance
Instructor (Foreman)	Laboratory maintenance and supervision
Mechanic Grade A – 1	Laboratory maintenance and supervision
Senior Assistant	Work related to Recruitment etc. Preparation of Pension Cases. Preparation of Seniority Lists/Gradation Lists Data Entry and Respective Correspondence work. File Maintenance
Draftsman	Drawing and Practical work Lab supervision
Steno Typist	Taking dictation in shorthand and its transcription, maintaining proper order of the files/ papers required to be retained by the Officer and keeping a note of the movement of files, passed by his officer
Personal Assistant (President)	Performs works of routine nature like mailing correspondence, filing papers, making an appointment, arranging meeting and collection information for the President.
Personal Assistant (Director)	Performs works of routine nature like mailing correspondence, filing papers, making an appointment, arranging meeting and collection information for the Director.
Computer Operator	Supervise the computer lab. Maintenance of computers in the lab is the main responsibility of Computer Operator in terms of hardware as well as software.
Commercial Artist	Designing, Drawing and Lab teaching
Instructor (Drawing & Painting)	Lab drawing work and lab teaching.
Technician Grade II	Lab supervision and maintenance
Library Assistant	Accessioning and bill processing, other assigned

	work. etc.
Library Clerk	Accessioning and bill processing, other assigned work. etc.
Office Assistant/Junior Assistant/Routine Clerk	<p>Diarizing the letters/communications and files received;</p> <p>Distribution of above to concerned officials after the same has been seen and marked by the Assistant Registrar and noting the same in the Diary register.</p> <p>Assisting the superiors in typing of routine letters, notes, etc.</p> <p>Filing letters in respective files and docketing/cross referencing them for submission to SO/AR.</p> <p>Despatch of mails after recording the details in the Despatch Register;</p> <p>Submission of routine reports and returns.</p> <p>Assist in miscellaneous office functions.</p>
Assistant Draftsman	Drawing and Practical work
Tabla Accompanist	Engaged in practical Class in Music and instrument related activities.
Assistant Accountant	<p>Preparation of Budget Estimates</p> <p>2.Clearance of Audit Reports</p> <p>Work of Cashier</p> <p>Internal Audit.</p> <p>Preparing reply of Legal Cases</p> <p>Compilation/Consolidation/Monitoring and disbursement of Budget</p> <p>Correspondence on audit</p> <p>Data Entry and Respective Correspondence work.</p> <p>File Maintenance</p> <p>Any other work assigned by the superior authority.</p>
Assistant/Upper Division Clerk	<p>Dealing with Leave matters, preparation of seniority list of teachers, data compilation and providing the statistical data to various agencies, appointment of Deans and Heads of the department related work, Preparing of scheme, panel of examiners, arranging of external papers for typing by the tabulators of concerned faculty and evaluation of answer books.</p> <p>To carry out any other duty which is required for smooth functioning and in the interest of the Examination Section.</p>
Key Punch Operator	<p>Data entry and to supervise computer lab.</p> <p>Installation of software in computer lab. All the typing and transcript related work.</p>
Junior Laboratory Assistant	Lab Supervision and maintenance
Junior Technical Assistant	Lab Supervision and maintenance
Mechanic Grade – B	Lab Supervision and maintenance
Mechanic Grade A – II	Lab Supervision and maintenance
Technical Assistant Grade III	Lab supervision and maintenance
Technician Grade III	Lab supervision and maintenance
Technical Assistant (Computer)	Operations and Maintenance of Computers and its peripherals.
Cashier	Cash handling and other office work.

Driver	Driving and log-book maintenance
Driver Cum Mechanic	Driving and log-book maintenance Vehicle maintenance
Laboratory Assistant	Laboratory operations and maintenance
Generator Cum Pump Operator	Operation and maintenance of pump and generators
Art Room Attendant	Cleaning and maintenance of Art Room.
Gasman	Welding
Electrician	Repair and Maintenance of electricity related work
Carpenter	Repair and Maintenance of Wood works (Furniture, doors windows etc.)
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Laboratory Bearer	Security Gate and General & Reference Stack work etc.
Plumber	Supply of drinking water and maintenance of fittings.
Laboratory Attendant	Instruments Cleaning and maintenance
Hygiene & Cleaning Attendant	Instruments Cleaning and maintenance
Library Assistant	Office Work, Binding, Data Entry Work & Barcoding of Books and ID etc.
Store Coolie	Setting of office/lab items in the store room.
Multiskilled	Perform the duties as per the qualification e.g. Driving, Gardening and Lab maintenance etc.
Laboratory Assistant	Maintenance of laboratory instruments
Book Lifter	Library Book Maintenance
Chowkidar	Duties of Watchman
Library Attendant	Science Stack and Photocopy Work etc.
Horticulture Attendant	Plantation and lawns maintenance
Laboratory Attendant	Cleaning and maintenance of laboratory instruments
Peon Jamadar	Dak distribution and office/lab cleaning
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