

## **Powers and Duties of Officials**

### **1. Registrar**

- a. In charge of all academic administration of the Institute and responsible for implementing directives of the Central Government in respect of all academic and student matters and shall coordinate with the Activity Chairperson (Education) in academic administration matters relating to admission, course delivery, assessment, evaluation, award of grades or diplomas or degrees and such other academic administration related tasks and responsibilities as may be entrusted by the Director.
- b. Responsible for circulation of the agenda of Governing Council, the Senate, and such Committee meetings as may be prescribed by the Governing Council/ Director in advance to all members.
- c. Executing all contracts and other related legal documents for and on behalf, of the Institute, when authorized by a resolution of the Governing Council or approved by the Director and shall not be personally liable in respect of anything under such contract or legal document.
- d. Responsible for generating and maintaining data and records related to students and academic matters.
- e. Coordinate with all Heads of Departments and Discipline Leads for administrative support for all academic-related works and facilities of the Institute and arrange for the same in consultation with the Activity Chairperson (Education/ specified authority).
- f. Chair such committees and panels for which you may be nominated by the Director and carry out such other tasks and functions as may be entrusted to you by the Director and shall also exercise such powers as may be delegated to you by the Governing Council.

## **2. Chief Administrative Officer**

- a. Oversee functions as Head of Department for Establishment, Personnel, and General Administration matters, including Contracts Management.
- b. Act as facilitator for all matters related to academic administration and student affairs, in coordination with Academic Coordinators.
- c. Provide necessary administrative support to the Faculty Advisor Committee and Registrar at the NID Campus.
- d. Maintain records and attendance of faculty and staff at NID Campus, particularly for monthly salary and leave purposes.
- e. Manage security arrangements, housekeeping services, transportation (buses, taxis), and canteen/mess contracts.
- f. Coordinate transport and travel arrangements for faculty, students, and staff, including educational trips for students.

## **3. Controller of Finance & Accounts**

- a. In charge of Finance and Accounts matters.
- b. Maintenance of books of accounts (double-entry accounting system).
- c. Internal audits, statutory audit, CAG audit, and preparation of the annual accounts of the institute.
- d. Liaising with the Government of India and other statutory authorities on matters related with finance, grants, accounts, and audit matters and compliances.
- e. Managing accounts and financial services & taxation.
- f. Complying with statutory requirements for maintenance and presentation of accounts and compliance of all conditions of grants.
- g. Assist the Director in preparing financial data and presentations for the Standing Committee or Governing Council.
- h. Chair such committees and panels for which nominated by the Director.
- i. Any other task(s) as assigned by the Senior Authorities of the Institute.

#### **4. Deputy Registrar**

- a. Handle all student-related matters, ensuring their needs and concerns are addressed effectively.
- b. Oversee academic affairs, including curriculum development, faculty coordination, and academic planning.
- c. Manage examination processes and establishment-related functions, ensuring smooth operations and compliance with regulations.
- d. Supervise general administrative tasks, including office management, record-keeping, and policy implementation.
- e. Address legal matters, providing support and ensuring compliance with legal standards and requirements.
- f. Oversee stores and purchasing activities, ensuring efficient procurement and inventory management.
- g. Perform any additional tasks as assigned by the Senior Authorities of the Institute, supporting the overall mission and objectives of the institution.

#### **5. Head Librarian**

- a. Head and overall, in-charge of Library / Resource Centre and you will function under the guidance of Director/ Library Advisory Panel and Activity Chairperson. Resource Centre.
- b. Digitization of the important and valuable resources in the library. procurement of relevant e-books, e-magazines/journals, to ensure and strengthen the security systems at the library→ Resource Centre.
- c. Library- Resource Centre Memberships, circulation, reader related issues. etc.
- d. Acquisition procedures, approvals, sanctions, etc. from the competent authorities.
- e. Classification of books and AV materials.
- f. Archival Collection, classification, restoration, maintenance, etc.
- g. Institutional contacts (memberships, Inter Library Loans. reference services.etc.)

- h. Reference services to NID community and ongoing research related projects at NID.
- i. Research based services to faculty and project teams.
- j. Tasks related to reorganizing the Design Classic Collection
- k. Managing Acquisition Procedures. Classification and Cataloguing,
- l. Subscriptions/Renewals, Managing the special collection of Documents & AV materials.
- m. Tasks related to developing a Material Sample Library at NID.
- n. Annual budgeting and advance planning for procurement of resources for Library / Resource Centre.
- o. Continuous collaborative support to Research and Publications dept. for NID's own publication projects.
- p. Convening Library- Resource Centre Advisory Panel meeting periodically.
- q. Planning and organizing various events like book reading, book reviews display. etc. in consultation with the library - Resource Centre Advisory Panel, to increase the users of the services.
- r. To create proactive Library - Resource Centre linkages with NID's academic programmes and research projects by collaborating with the coordinators and faculty members. Active support of Library / Resource Centre for courses as per the annual timetable should be provided.
- s. Close coordination with Research & Publications for realising publications from NID archives.
- t. To explore possibilities for revenue generation for Library- Resource Centre through various means.
- u. Development of prototype collection and material library.
- v. To take proactive initiatives for Digitization of NID archives.
- w. Any other tasks as assigned by the Director.

## **6. ADMINISTRATIVE OFFICER**

- a. Oversee recruitment processes, manage reservation policies, maintain employee rosters, regularize services, and conduct employee management tasks, including maintaining personal files, handling leave, LTC, NOC, promotions, service books, APARs, and applications for outside employment.

- b. Process various claims submitted by Institute employees efficiently and accurately.
- c. Manage purchase activities, including indenting, receiving, and processing invoices and bills for payment.
- d. Organize and conduct meetings for Purchase and Tender committees.
- e. Prepare tender estimates and oversee their publication.
- f. Liaise with various government authorities to ensure compliance and smooth operations.
- g. Handle matters related to Rajbhasha, RTI, Vigilance, and travel arrangements for guests.
- h. Manage on-campus vendor relationships and services.
- i. Perform any additional tasks as assigned by the Senior Authorities of the Institute.

## **7. Sr. Engineer (LBM)**

- a. Overall supervision of Building and Maintenance Services related matters.
- b. Coordination, supervision and processing the technical, administrative, and financial matters related to the existing as well as new building construction projects at the campus.
- c. Supervision of routine carpentry work, drainage, plumbing, maintenance work etc. and other allied work like cleaning, housekeeping, gardening etc. being executed by the maintenance staff.
- d. To prepare estimate, tender notices, scrutiny of tender's recommendation of award of contract, etc.
- e. Checking and certifying the contractor bills, measurements as well checking & certifying extra item rates & deviation in quantity, etc.
- f. Coordination for drawing approval, water & drainage connection, electric power, etc. with the local authorities, as and when required.
- g. Liaisoning with various Government agencies, relating to the Land, Building and Maintenance matters.
- h. Any other task(s) as assigned by the Senior Authorities of the Institute.

## **8. Senior Accounts Officer**

- a. Maintenance of books of accounts (double-entry accounting system).
- b. Internal audits, statutory audit, CAG audit and preparation of the annual accounts of the institute.
- c. Liaising with the Government of India and other statutory authorities on matters related with finance, grants, accounts and audit matters and compliances.
- d. Managing accounts and financial services & taxations.
- e. Complying with statutory requirements for maintenance and presentation of accounts and compliance of all conditions of grants.
- f. Assist the Director in preparing financial data and presentation for the Standing Committee or Governing Council.
- g. Chair such committees and panels for which nominated by the Director.
- h. Any other task(s) as assigned by the Senior Authorities of the Institute.

## **9. Deputy Engineer (Electrical)**

- a. Oversee building electrification works.
- b. Manage electrical sub-station equipment, including all HT and LT panels.
- c. Supervise HT line components.
- d. Maintain and manage UPS systems.
- e. Oversee firefighting and fire detection systems.
- f. Manage solar power installations.
- g. Maintain and operate DG sets.
- h. Handle the tendering process for electrical works.
- i. Prepare detailed estimates for electrical projects.
- j. Liaise with APDCL authorities to ensure compliance and coordination.
- k. Plan and design electrical installations for new infrastructure projects.
- l. Perform any additional tasks as assigned by the Senior Authorities of the Institute.

## **10. Head Security Services**

- a. Managing the affairs and quality control of campus security services.
- b. To monitor and manage security requirements/deployment in different shifts.
- c. To supervise maintenance of registers, visitor's book, key register, etc. and appropriate logbook and other security registers while on duty.
- d. Overseeing the Housekeeping of the Institute.
- e. Security checking at different points in the campus as per the security rules and regulations of the Institute.
- f. To identify appropriate technology and provide security intelligence services and surveillance to ensure safety of its students, residents, employees, guests, visitors, and property of the Institute.
- g. Contract Security Management and building synergy between Institute's employees and contractor's (outsourced) security personnel.
- h. Training and development of the security personnel.
- i. All other services requiring the attention of the security needs of the Institute as may be assigned from time to time.
- j. Any other task(s) as assigned by the Senior Authorities of the institute.

## **11. Senior Assistant Librarian**

- a. Act as the overall in-charge in the absence of the Head Librarian/Resource Centre.
- b. Assist the Head Librarian/Resource Centre with the automation and digitization of valuable resources in KMC, and with the procurement of books, e-books, and e-resources.
- c. Manage library membership, circulation, and reader-related issues.
- d. Classify books and other resources accurately.
- e. Provide research-based services to faculty and project teams.
- f. Manage subscriptions and renewals and oversee the special collection of documents and audio-visual materials.
- g. Assist the Head Librarian/Resource Centre with annual budgeting and advance planning for procurement.
- h. Perform any other tasks as assigned by the institute authorities.

## **12. Assistant Engineer (Civil)**

- a. Perform regular, routine, and periodic maintenance of the Institute's facilities.
- b. Operate and maintain WTP, ETP, STP, and all plumbing and sanitary systems.
- c. Manage vendor relationships and contracts.
- d. Supervise and monitor various construction projects, including verifying measurements, checking bills, and ensuring quality standards are met.
- e. Plan and design new infrastructure and civil works.
- f. Oversee firefighting and fire detection systems.
- g. Manage the tendering process and prepare project estimates.
- h. Liaise with various government authorities to ensure compliance and facilitate operations.
- i. Perform any additional tasks as assigned by the Senior Authorities of the Institute.

## **13. Assistant Administrative Officer**

- a. Recruitment and Establishment matters, such as Leave, LTC, NOC, Promotion, Claims & Reimbursements, Personal files and Service book etc.
- b. Purchase Matters, such as indents management, NIT, GeM activities, Stock replenishment, Processing the invoices of outsource agencies / vendors / suppliers, wherever necessary.
- c. Any other tasks as assigned by the institute authorities.

## **14. Assistant Engineer (IT)**

- a. System Maintenance / Administration: Assist in the installation, configuration, and maintenance of hardware and software systems, including servers, laptops, workstations, repair of IT hardware and networking equipment, management of IT and Digital Media labs.
- b. Technical Support: Provide technical support to end-users, troubleshooting hardware and software issues, assisting with problem resolution and setup of online conferencing, events, and programmes etc.



- c. Network Maintenance / Administration: Upkeep of Internet connection, installation of campus enabled Wi-Fi, assisting in the setup, configuration, and maintenance of the organization's network infrastructure, including routers, switches, controllers, and firewalls etc.
- d. Security Implementation: To support the implementation of security measures, such as firewalls, antivirus software, intrusion detection systems, to protect the organization's IT assets.
- e. Software Installation and Updates: To install, update, and patch software applications and operating systems, ensuring compliance with licensing agreements.
- f. Email User Account Management: Create and manage user email accounts, permissions, and access control for various applications.
- g. Website: Website design and development, its hosting and migration, management, and troubleshooting. To manage intranet websites and portal.
- h. Inventory Management: Maintaining an inventory of IT equipment, software licenses, and other assets.
- i. Documentation: Maintain detailed records of configurations, procedures, and user guides, and contributing to the development of IT documentation.
- j. Coordination: Coordinate with IT vendors, NIC & BSNL for Leased line NKN Internet connection and VoIP, procurement, warranty support, and technical assistance when necessary.
- k. Monitoring and Reporting: Monitor IT systems, networks, and performance, and generating reports on key performance indicators and areas for improvement.
- l. IT Asset Issue-Return: To automate and maintain an online/offline record of Issue and return assets viz. DSLR, projectors, laptops, and Studio Assets etc.
- m. Samarth ERP: Implementation of various ERP modules for automation and ease of academic and administration management.
- n. VoIP and CCTV: Installation and management of CCTV surveillance, voice over IP intercom facility installation and troubleshooting.
- o. Compliance: Ensuring that IT systems and practices adhere to industry standards, regulations, and organizational policies.

## **15. Technical Instructor**

- a. Academics: Assist faculty with teaching, preparing course materials, creating presentations, developing assignments, and conducting course evaluations.
- b. Labs & Workshops: Support students in labs and workshops, including model making and prototyping related to carpentry, woodwork, and metalwork.
- c. Projects & Research: Develop design concepts based on research under faculty guidance, undertake client projects and consulting assignments, and contribute to research, publications, and documentation as required by the institute.
- d. Technical Assistance: Operate and maintain 3D printers, laser cutting machines, jigs and fixtures, sheet metal forming equipment, and CAD software. Manage student workshops and ensure proper maintenance of machines.
- e. Additional Tasks: Perform any other tasks as assigned by the Senior Authorities of the Institute.