

# L.D. COLLEGE OF ENGINEERING, AHMEDABAD

## 2. The powers and duties of officers and employees.

**Principal Cl.- I :** As Head of office all administrative and financial powers delegated by Govt. of Gujarat

Responsibility of Academic administration

**Financial:** As per the GFR, contingency rules delegation of financial power laid by Govt.of Gujarat.

### **Other:**

1. Purchase as per procedure power delegated by govt. of gujarat vide financial power (delegation) rules-1998 Manual of office procedure for purchase of stores by the Govt.Dept., Industries & mines Dept. Govt.of Guj.
2. Consultancy as per power delegated by govt.of Gujarat vide GR.No. 1973/101105/GH dt.30/10/73 & 3/11/80
3. Post Diploma (part time) Degree course admission vide G.R.No.SCT-1089 1259(96) dt.29-1-1997
4. P.G.Admission as per AICTE guidelines
5. Hostel admission rules.GR.No.GEC-1074-77/35809 GH dt.26/7/77

(2) **Administrative Officer:-** To assist in all administrative duties, control for organization coordination as per instruction form Head of office for the institution.

3. **Accounts Officer:** To manage all financial matters of payment & receipt as per the govt. rules as Drawing and Disbursing Officer.

4. **Store Officer:** To carry purchase of material and equipment as per Institutions requirement and take work from subordinate staff.

5. **Librarian :** To manage all library functions for the students & faculty of college.

6. **Student Section Incharge:** Managing student record and carry, liaising with university in academic and other student related activities with the help of subordinate staff
7. **Rector:** Hostel and mess administration and provide necessary accommodation and other necessary facilities to the students.
8. **Professor:** Managing the respective academic program development consultancy and contact the subordinate teaching and technical staff.
9. **AP and Lecturer:** Teaching & duties imparted by the HOD
10. **Instructional Staff:** To maintain laboratory and assist in performing experiments.