

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI
Manual 2
Powers and duties of officers and employees of
[Section 4(1) (b)(ii)]

Sr. No.	Designation of Post	Powers and duties
1	Hon'ble Chancellor	As prescribed under Maharashtra Universities Act,1994
2	Vice-Chancellor	As prescribed under Maharashtra Universities Act,1994
3	Pro Vice-Chancellor	As prescribed under Maharashtra Universities Act,1994
4	Registrar	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984, University Accounts Code Rules and the work entrusted by the Hon'ble Vice-Chancellor and authorities of the university.
5	Controller of Examinations	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984 and the work entrusted by the superiors.
6	Director of B.C.U.D.	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984 and the work entrusted by the superiors.
7	Librarian	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984 and the work entrusted by the superiors.
8	Finance and Accounts Officer	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984 Account Code Rules and the work entrusted by the superiors.
9	Head, Computer Centre	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984 and the work entrusted by the superiors.
10	Dy.Registrar	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984 and the work entrusted by the superiors.
11	Director of Student Welfare	As prescribed under Maharashtra Universities Act,1994, Statute No.32, Standard Code Rules, 1984 and the work entrusted by the superiors.
12	Sr.System Analyst	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984 and the work entrusted by the superiors.
13	University Engineer	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984, Ordinance No.138-A and the work entrusted by the superiors.
14	Director of Physical Education	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984, Ordinance No.3-A and the work entrusted by the superiors.
15	Asstt.Registrar	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984 and the work entrusted by the superiors.
16	Asstt.Librarian	As prescribed under Maharashtra Universities Act,1994, Standard Code Rules, 1984 and the work entrusted by the superiors.
17	System Analyst	Work entrusted by the Head of the Computer Centre
18	Programmer	Work entrusted by the Head of the Computer Centre
19	Dy.Engineer (Elect.)	To supervise and maintenance of the electrical in the University premise including generators. To prepare budgets and estimates for the work of electrification. Work entrusted by the supervisors.
20	Public Relation Officer	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.

Sr. No.	Designation of Post	Powers and duties
21	Superintendent	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
22	Garden Supdt.	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
23	Sr. Stenographer / P.A.	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
24	Technical Assistant (Engg.)	Work entrusted by the University Engineer.
25	Jr. Engineer	Work entrusted by the University Engineer.
26	Asstt. Superintendent	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
27	Statistician	To collect various types of statistical data from the different section, compile the information and maintain the upto data for ready reference.
28	Asstt. Programmer	Work entrusted by the Head of the Computer Centre
29	Asstt. Security Officer	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
30	Technical Assistant (Lib.)	Work entrusted by the superiors.
31	Jr. Stenographer	To take dictation and its typing, and any other work entrusted work by superiors.
32	Asstt. Storekeeper	Work entrusted by the Superiors.
33	Draftsman	Work entrusted by the University Engineer.
34	Asstt. Librarian (Class III)	Work entrusted by the superiors.
35	Technical Assistant (Computer)	Work entrusted by the superiors.
36	Storekeeper (Teaching Deptt.)	Work entrusted by the superiors.
37	Technical Assistant (B.Tech.)	Work entrusted by the superiors.
38	Statistical Assistant	To collect various types of statistical data from the different section, compile the information and maintain the upto data for ready reference.
39	Steno-typist	To take dictation and its typing, and any other work entrusted work by superiors.
40	Sr. Clerk	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
41	Laboratory Assistant	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
42	Pump Operator	To maintain, operate and get the water pumps repair installed at wells in the University Campus. To take care of cleanliness of water storage Tank and work entrusted by the Superiors.
43	Agricultural Assistant	To assist the Garden Superintendent and perform the work entrusted by Garden Superintendent and others superiors.
44	Telephone Operator	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
45	Library Assistant	Work entrusted by the Superiors.
46	Jr. Clerk	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
47	Data Entry Operator	To enter the data of the work to be performed on the computer and work entrusted by the Superiors.
48	Driver	To drive, maintain the vehicle and keep lock book updated. Work entrusted by the Superiors.
49	Tracer	Work entrusted by the Superiors.
50	Wireman	To repair and maintain the electrical supply in order in the Buildings of University. To maintain electric supply and to provide sound system service for workshop, meeting, programmes and conferences. Work entrusted by the Superiors.
51	Library Attendent	Work entrusted by the Superiors.
52	Laboratory Attendent	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.

Sr. No.	Designation of Post	Powers and duties
53	Head Watchman	To propose duties of the watchman and supervise the duties. Work entrusted by the Superiors.
54	Daftari	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
55	Multigrapher	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
56	Caretaker	Work entrusted by the Superiors.
57	Mali	To work and perform the duties as per direction of Garden Superintendents.
58	Marker	To work and perform the duties as per direction of Director of Physical Education.
59	Peon	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.
60	Farras	Work entrusted by the Superiors.
61	Watchman	To work and perform the duties allotted by the security officers and superiors.
62	Helper	To assist the wireman and perform the duties entrusted by the superiors.
63	Sweeper	As prescribed under Standard Code Rules, 1984 and the work entrusted by the Superiors.