

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

Manual 2

Powers and duties of officers and employees

[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 M, C.S.R.1981 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, M, C.S.R.1981 and the work entrusted by the superiors.
6	Finance and Accounts Officer	As prescribed under Maharashtra Universities Act,1994 M, C.S.R.1981 Account Code Rules and the work entrusted by the superiors.
7	Director of Student Welfare	As prescribed under Maharashtra Universities Act,1994, Statute No.32, M, C.S.R.1981 and the work entrusted by the superiors.
8	Director of B.C.U.D.	As prescribed under Maharashtra Universities Act,1994 M, C.S.R.1981 and the work entrusted by the superiors.
9	Executive Engineer	As prescribed under Maharashtra Universities Act,1994, M, C.S.R.1981, Ordinance No.138-A and the work entrusted by the superiors.
10	University Dy.Engineer	As prescribed under Maharashtra Universities Act,1994, M, C.S.R.1981, 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.
11	Dy.Registrar	As prescribed under Maharashtra Universities Act,1994, M, C.S.R.1981 and the work entrusted by the superiors.
12	Dy.Registrar (Legal)	As prescribed under Maharashtra Universities Act,1994, M, C.S.R.1981, To supervise and conduct all court cases related to University, parliament Questions, LAQ and LCQs etc. work relating to Legal Advisory Committee.
13	Public Relation Officer	As prescribed under Maharashtra Universities Act, 1994, M, C.S.R.1981 and the work entrusted by the Superiors.
14	System Analyst	As prescribed under Maharashtra Universities Act,1994, M, C.S.R.1981 and the work entrusted by the superiors.

Sr. No.	Designation of Post	Powers and duties
15	Health Officer	As prescribed under Maharashtra Universities Act,1994, M, C.S.R.1981, Provide medical facilities to students, staff Medical Check up Programmes etc. and other medical activities.
16	Asstt.Registrar	As prescribed under Maharashtra Universities Act,1994, M, C.S.R.1981 and the work entrusted by the superiors.
17	Programmer	As prescribed under Maharashtra Universities Act,1994, M, C.S.R.1981, Work entrusted by the Head of the Computer Centre
18	Security Officer	As prescribed under Maharashtra Universities Act,1994, M, C.S.R.1981, To supervise University Campus and check up Security Guard duty. Allot shiftwise duty to Security Guards and maintaining registers. Verify the security points day and night shifts.
19	Superintendent	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.
20	Garden Supdt.	As prescribed under Maharashtra Universities Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.
21	Asstt. Programmer Gr.II	As prescribed under M.U.Act, 1994, Work entrusted by the Head of the Computer Centre
22	Estate Officer	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.
23	Technical Assistant (CIC)	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.
24	Hardware Engineer	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.
25	Technician (Campus Networking)	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.
26	Personal Assistant	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.
27	Jr. Engineer	As prescribed under M.U.Act, 1994 work entrusted by the University Engineer.
28	Technical Assistant	As prescribed under M.U.Act, 1994 work entrusted by the Superiors
29	Civil Draftsman	As prescribed under M.U.Act, 1994 work entrusted by the University Engineer.
30	Statistician	As prescribed under M.U.Act, 1994, to collect various types of statistical data from the different section, compile the information and maintain the upto data for ready reference.
31	Sr. Stenographer	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors
32	Jr. Stenographer	As prescribed under M.U.Act, 1994, to take dictation and its typing, and any other work entrusted work by superiors.
33	Asstt. Superintendent / Sr.Asstt,	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.

Sr. No.	Designation of Post	Powers and duties
34	Laboratory Technician	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.
35	Storekeeper	As prescribed under M.U.Act, 1994, work entrusted by the Superiors.
36	Assistant Statistician	As prescribed under M.U.Act,1994, to collect various types of statistical data from the different section, compile the information and maintain the upto data for ready reference.
37	Data Entry Operator Gr.I	As prescribed under M.U.Act,1994, to enter the data of the work to be performed on the computer and work entrusted by the Superiors.
38	Library Assistant	As prescribed under M.U.Act,1994, work entrusted by the Superiors.
39	Agricultural Assistant	As prescribed under M.U.Act,1994, to assist the Garden Superintendent and perform the work entrusted by Garden Superintendent and others superiors.
40	Jr. Assistant	As prescribed under M.U.Act,1994,M.C.S.R.1981 and the work entrusted by the Superiors.
41	Pump Operator	As prescribed under M.U.Act, 1994, 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.
42	Tracer	As prescribed under M.U.Act, 1994, work entrusted by the Superiors.
43	Telephone Operator	As prescribed under M.U.Act, 1994, M.C.S.R.1981 and the work entrusted by the Superiors.
44	Wireman	As prescribed under M.U.Act,1994, 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.
45	Driver	As prescribed under M.U.Act,1994, to drive, maintain the vehicle and keep log book updated. Work entrusted by the Superiors.
46	Library Attendant	As prescribed under M.U.Act,1994, work entrusted by the Superiors.
47	Laboratory Attendant	As prescribed under M.U.Act,1994, M.C.S.R.1981 and the work entrusted by the Superiors.
48	Jamadar	As prescribed under M.U.Act, 1994, to propose duties of the watchman and supervise the duties. Work entrusted by the Superiors.
49	Skilled Attendant	As prescribed under M.U.Act, 1994,work entrusted by the Superiors.
50	Daftari	As prescribed under M.U.Act,1994,M.C.S.R.1981 and the work entrusted by the Superiors.
51	Xerox Operator	As prescribed under M.U.Act,1994,M.C.S.R.1981 and the work entrusted by the Superiors.

Sr. No.	Designation of Post	Powers and duties
52	Groundsman	As prescribed under M.U.Act,1994,to work and perform the duties as per direction of Director of Physical Education.
53	Mali	As prescribed under M.U.Act,1994, to work and perform the duties as per direction of Garden Superintendents.
54	Carpenter Assistant	As prescribed under M.U.Act,1994,M.C.S.R.1981 and the work entrusted by the Superiors.
55	Plumber	As prescribed under M.U.Act,1994,M.C.S.R.1981 and the work entrusted by the Superiors.
56	Health Attendant	As prescribed under M.U.Act,1994,M.C.S.R.1981 and the work entrusted by the Superiors.
57	Helper to Wireman	As prescribed under M.U.Act,1994,M.C.S.R.1981 and the work entrusted by the Superiors.
58	Peon	As prescribed under M.U.Act,1994,M.C.S.R.1981 and the work entrusted by the Superiors.
59	Watchman	As prescribed under M.U.Act,1994, to work and perform the duties allotted by the security officers and superiors.
60	Helper	To assist the wireman and perform the duties entrusted by the superiors.
61	Sweeper	As prescribed under M.U.Act,1994,M.C.S.R.1981 and the work entrusted by the Superiors.
62	Farras	As prescribed under M.U.Act,1994, work entrusted by the Superiors.

Non-Vacational Academic Post

63	Librarian	As prescribed under Maharashtra Universities Act,1994, M.C.S.R.1981, related ordinances and the work entrusted by the superiors.
64	Director, Adult & Continuing Education	As prescribed under M.U.Act,1994, M.C.S.R.1981, related Ordinance and the work entrusted by the superiors.
65	Head, Computer Centre	As prescribed under Maharashtra Universities Act,1994, M.C.S.R.1981,related ordinances and the work entrusted by the superiors.
66	Information Scientist	As prescribed under M.U.Act,1994,M.C.S.R.1981, related ordinances and the work entrusted by the Superiors.
67	System Analyst	As prescribed under M.U.Act,1994,M.C.S.R.,1981, related ordinance, work entrusted by the Head of the Computer Centre
68	Director of Physical Education	As prescribed under M.U.Act,1994, M.C.S.R.1981, related Ordinance and the work entrusted by the superiors.
69	Asstt.Librarian	As prescribed under M.U.Act,1994 M.C.S.R.1981, related ordinances and the work entrusted by the superiors.