

**DUTIES AND RESPONSIBILITIES  
NON-TEACHING POSITION 2014**

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# ADMINISTRATION

## **1. DIRECTOR, Rural Technology Centre**

The Director, Rural Technology Centre shall be responsible to the Dean, FROS; Registrar and the Vice-Chancellor and broadly perform the following duties:

1. Plan the activities of the centre in tune with the objectives of the establishment of the centre
2. Ensure proper running of the courses run by the centre, in consultation with the course coordinator
3. Help the Estate Office in designing of the buildings of the institute, in consultation with the design engineer of the institute.
4. Help identify energy efficient and cost effective technologies for the benefit of the institute and the service areas of the institute.
5. Help formulate energy efficient methods for lighting and ventilation of buildings in the institute.
6. Help in the maintenance of the buildings of the institute by offering expert advice to the Estate Officer.
7. Identify appropriate technologies for low cost and cost efficient buildings and structures. Help innovate new concepts on buildings and built environment.
8. Disseminate information on cost effective technologies.
9. Perform any other work as assigned by the Registrar/ Vice-Chancellor of the Institute.
10. Any other works assigned from time to time.

## **2. DEPUTY REGISTRAR**

The Deputy Registrar shall discharge the duties under directions of the respective Head i.e. Controller of Examinations, Finance Officer, Registrar and the Vice-Chancellor. He/She shall assist the Registrar to broadly perform the following duties:

1. Taking care of Administration & Establishment, Academic, Examinations, Accounts, Developmental aspects, Estate of the institute, Coordination and consolidation of activities of different faculties/ departments/ centres/ sections, Faculty Affairs.

2. Liaisoning with the University Grants Commission, Ministry of Human Resource Development and outside agencies/organizations.
3. Research Management, Project Management, Manpower Planning, Recruitment, Attendance and punctuality.
4. Obtaining response from individuals and faculties/departments/ centres/sections on audit objections and remarks.
5. Supervising of Non-teaching staff working under him/her.
6. Allotment of staff quarters.
7. Help the institute in proper implementation of reservation policy and roster.
8. To attend to all legal cases in coordination with the authorities of the institute
9. Verification of stores.
10. Deal with the matters related to the meetings of various committees of the Institute, engagement of security agency.
11. To deal with the matters related to the day-to- day affairs and the academic activities of the Institute, to deal with the various committees constituted from time to time by the UGC/MHRD.
12. To prepare various proposals/projects/agenda/minutes, to conduct the various programmes/functions of the Institute.
13. Initiate various proposals and prepare drafts and submit the same to the higher authorities for consideration and approval in a time-bound manner.
14. Arrange to get recognition for the programmes offered by the Institute, from governments/universities and service commissions/recruitment boards. Whenever a new programme is introduced, the same has to be done.
15. Promptly informing the faculties/departments/centres on the status of the request for recognition as and when the information is available.
16. Obtaining the admission data from faculties/departments/ centres and keeping the same analysed and ready for onward transmission to different bodies.

17. Collecting and analysing all data pertaining to the current student strength indicative of community based distribution etc.
18. The incumbent to the post may be transferred to any other section as per the exigency of situation.
19. Any other works assigned from time to time.

### **3. ASSISTANT REGISTRAR**

The Assistant Registrar shall discharge the duties under directions of the Head of the department concerned i.e. Deputy Registrar, Finance Officer, Controller of Examinations, Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Be in-charge of the units/sections and be responsible for their normal and smooth working.
2. Look after day-to-day work of the section/unit of which he is in-charge as per the instructions from the higher authorities from time to time.
3. Plan and schedule the entire work of the section/unit/department well in advance and take the periodical reviews of its execution.
4. Assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
5. Ensure and maintain proper co-ordination and follow up with other departments/units/sections and shall be totally accountable for follow up actions on the decisions/ instructions of the authorities of the Institute.
6. Be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
7. Ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
8. Deal with non-routine cases referred to him by the supervisory staff working in his section/unit/department. He shall call meetings

of his staff periodically and also train the members of his department and provide guidance to all.

9. Dispose of cases of importance where relevant regulations are clearly applied and forward them for further action to the higher official, with clear and specific comments. Else he/she shall refer it to the person from whom it has originated with specific queries on the subject. He/She shall also prepare items for consideration of the authorities/ bodies of the Institute.
10. Keep exhaustive and self contained notes of important papers passed on and keep track of their movements till final disposal of the paper and also consider the proceedings of the work.
11. Exercise constant vigil on the speedy disposal of work, safety of the records, regular and orderly behavior of the staff.
12. Prepare, as per rules and specifications, the annual confidential and assessment reports and submit them.
13. Report the cases of erring employees to the authorities of the institute.
14. Record verbal discussions, orders and instructions, which shall be attested by the Registrar.
15. Hold periodic meetings with Section Officers and Assistants to discuss the arrears of work, procedural knot-points and other problems which create bottlenecks in the quick disposal.
16. Appraise the plan which he may prepare and its time schedule to employees working under him, monitor results, appraise responses and motivate individuals towards achievements of objectives.
17. Any other works assigned from time to time.

#### **4. SECTION OFFICER**

The Section Officer shall discharge the duties under directions of the concerned Head i.e. Assistant Registrar, Deputy Registrar, Finance Officer, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:



1. Look for work considered urgent to ensure timely disposal of pending work. Assess the pending work and get them done a priority basis if there is more pending work.
2. It is absolutely necessary that on receipt of the daily work, the Section Officer of the Section should himself see, initial and date all letters. He/She should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions as will ensure prompt and proper attention being paid to it.
3. Reminders received from the UGC/Ministry or any other organisation should be put up immediately to the Head of Office together with the concerned papers and any other information available for his perusal and orders. The submission of the reminders must be done without any delay.
4. Be aware of CCS rules and GFR rules in particular and any other relevant rules as applied to employees of GRI and develop a thorough knowledge in the interpretation of the rules.
5. Monitor the movement of files.
6. Ensure application of rules and maintenance of certain confidential records/ files entrusted to him by the higher authorities.
7. Allot/ distribute work to dealing assistants of the section
8. To undertake direct responsibility in respect of such important/ confidential matters as may be assigned by the Competent Authority of the Institute. He/she is directly responsible for any misleading note submitted by the Dealing Assistant through him to the higher authority.
9. The Section Officer shall be required to initiate various proposals drafts and submit the same to the higher authority for consideration and approval in a time bound manner. He/She should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
10. The Section Officer of the section concerned is responsible for the correctness of any facts presented to authorities of the institute. Section Officers are also responsible for bringing to notice any

orders of the Government of India, University Grants Commission or any other authority which the Vice-Chancellor or the Registrar or the Officer may have accidentally over-looked.

11. He will supervise the work done by the dealing assistants of the Section and to advise them regarding maintenance of discipline in the Section.
12. If the Section Officer is absent, it will then be the Senior Assistant's duty to send the files/ letters directly to the Deputy Registrar/Assistant Registrar without further delay.
13. Any other works assigned from time to time.

## **5. ASSISTANT**

The Assistant shall discharge the duties under directions of the Head of the department concerned, Section Officer, Assistant Registrar, Deputy Registrar, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Prompt action on files and proposals and their disposal
2. Initiate files in time where orders of the higher authorities are required.
3. Up-keep of all the files and records.
4. Preparation of noting and drafting the letters and computer work.
5. Advise and guide dealing assistants placed under him/her on the procedure and application of rules.
6. Preparation of agenda, minutes of various committees of the Institute.
7. Be responsible for submission of misleading note, distortion or concoction of facts, misquoting of rules either by himself or by his UDC/LDC.
8. Initiate various proposals and prepare drafts and submit the same to the higher authorities for consideration and approval in a time bound manner.
9. Assist the senior officers in drafting letters, putting up items with suitable notes, precedents, etc.
10. Maintain personal register.

11. Attend to the work of the departments when assigned to faculty/ department/centre including the following:
12. Maintain student records
13. Process admission related work
14. Undertake exam related work (both CFA and ESE)
15. Arrange for purchase of equipments, consumable and furniture
16. Maintain all office records including stock register
17. Receive and deliver the letters and circulars from the authorities to all the employees of the faculty/ department/centre
18. Provide all data that are required by the authorities of the institute in time.
19. Attend to the following and any other work, when assigned to the office of the COE.
20. Maintain confidentiality of exam related work.
21. Maintain student records
22. Process question papers and answer scripts
23. Process of results and preparation and issue of certificates
24. Payment and process of TA/DA and honorarium
25. Preparation of budget and making provision, scrutiny and passing of bills, issue of cheques, maintaining book of accounts, preparation of statement of accounts, attending to audit work, preparation and sending of utilization certificates to the grantors concerned.

**6. STATISTICAL ASSISTANT (SC/ST/OBC Cell)**

The Statistical Assistant shall discharge the duties under directions of the Head concerned i.e. Liaison Officer, SC/ST cell and the Section Head, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Collection and processing of statistical data from different sources of the institute and governmental agencies related to the university system.
2. With reference to all universities of the country and abroad, he is required to obtain the relevant information as per the requirements of different units of the Institute from time to time.

3. Preparation of a data base in consultation with Computer Centre towards all activities/functioning of all departments of the Institute. For this purpose, he will be required to obtain the requisite information from all sections/departments of the Institute on a quarterly basis/half yearly basis as per the requirements of work.
4. Preparation of data base in respect of all existing/former students, all kinds of scholarships for existing students, teaching and non-teaching staff of the institute.
5. Deal with the communications received from the govt. Ministries/UGC/ govt. of Tamilnadu or any other institution/organization seeking statistical information about any matter relating to the Institute and provide the requisite information with the prior approval of the authorities of the Institute.
6. Initiate various proposals and prepare drafts and submit the same to the higher authority for consideration and approval in time bound manner
7. Assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
8. Any other works assigned from time to time.

## **7. UPPER DIVISION CLERK**

The Upper Division Clerk (UDC) shall discharge the duties under directions of the Head concerned i.e. Section Officer, Assistant Registrar, Deputy Registrar, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Initiate prompt action on files and proposals and their disposal
2. Promptly put up notes and files to the higher authorities.
3. Maintain all the files and records.
4. Prepare of noting and drafting the letters and computer work.
5. Prepare of agenda, minutes of various committees of the Institute.
6. Initiate various proposals and prepare drafts and submit the same to the higher authorities for consideration and approval in a time bound manner.

7. Assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
8. Maintain personal register.
9. Submission of misleading note, distortion or concoction and suppression of facts, misquoting of rules should never be resorted to
10. Provide any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time
11. Provide the desired information sought under the RTI Act, 2005.
12. Attend to the work of the departments when assigned to faculty/department/centre including the following:
  - Maintain student records
  - Process admission related work
  - Exam related work (both CFA and ESE)
  - Arrange for purchase of equipment, consumables and furniture
  - Maintain all office records including stock register
  - Receive and deliver the letters and circulars from the authorities to all the employees of the faculty/department/centre
  - Provide all data that are required by the authorities of the institute in time.
13. Attend to the following and any other work, when assigned to the office of the COE.
  - Maintain confidentiality of exam related work.
  - Maintain student records
  - Process question papers and answer scripts
  - Process of results and preparation and issue of certificates
  - Payment and processing of TA/DA and honorarium
14. Prepare of budget and making provision, scrutiny and passing of bills, issue of cheques, maintaining book of accounts, preparation of statement of accounts, attending to audit work, preparation and sending of utilization certificates to the grantors concerned.

15. Any other works assigned from time to time.

## **8. LOWER DIVISION CLERK**

The Lower Division Clerk (LDC) shall discharge the duties under directions of the Head concerned i.e. Section Officer, Assistant Registrar, Deputy Registrar, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Initiate prompt action on files and proposals and their disposal
2. Promptly put up notes and files to the higher authorities.
3. Maintain all the files and records.
4. Prepare of noting and drafting the letters and computer work.
5. Prepare of agenda, minutes of various committees of the Institute.
6. Initiate various proposals and prepare drafts and submit the same to the higher authorities for consideration and approval in a time bound manner.
7. Assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
8. Maintain personal register.
9. Submission of misleading note, distortion or concoction and suppression of facts, misquoting of rules should never be resorted to
10. Provide any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency
11. Attend to the work of the departments when assigned to faculty/ department/centre including the following:
  - Maintain student records
  - Process admission related work
  - Undertake exam related work (both CFA and ESE)
  - Arrange for purchase of equipments, consumable and furniture
  - Maintain all office records including stock register

- Receive and deliver the letters and circulars from the authorities to all the employees of the faculty/department/centre
  - Provide all data that are required by the authorities of the institute in time.
12. Attend to the following and any other work, when assigned to the office of the CoE.
- Maintain confidentiality of exam related work.
  - Maintain student records
  - Process question papers and answer scripts
  - Process of results and preparation and issue of certificates
  - Payment and processing of TA/DA and honorarium
13. Preparation of budget and making provision, scrutiny and passing of bills, issue of cheques, maintaining book of accounts, preparation of statement of accounts, attending to audit work, preparation and sending of utilization certificates to the grantors concerned.
14. Any other works assigned from time to time.

## **9. MULTI-TASKING STAFF**

The MTS shall discharge the duties under directions of the Head concerned, Registrar and Vice-Chancellor. He/she shall assist and work under the guidance and supervision of the Section Officer/Assistant Registrar, Deputy Registrar or any other Unit Incharge broadly perform the following duties:

1. Physical Maintenance of records of eh Section.
2. General cleanliness & upkeep of the Section / Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section / Unit.
6. Assisting in routine office work like diary, despatch etc., including on computer.
7. Delivering of dak (outside the building).

8. Watch & ward duties.
9. Opening & closing of rooms.
10. cleaning of rooms
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his ITI qualifications.
14. Driving of vehicles, if in possession of valid driving licence.
15. Upkeep of parks, lawns, potted plants etc.
16. Any other works assigned from time to time.



**SECRETARIAL**

## **10. PRIVATE SECRETARY**

### **PRIVATE SECRETARY TO THE VICE-CHANCELLOR**

The Private Secretary shall discharge the duties under directions of the Head concerned i.e. Vice-Chancellor. The following and any other duties assigned shall be the duties of the Private Secretary:

1. Taking dictation and typing from manuscripts/other types of printed matter, filing, maintaining all the files in the Secretariat of the Vice-Chancellor on various matters
2. Retrieval of information and documents whenever required
3. Attending to telephone calls and taking down messages; and promptly conveying them to the Vice-Chancellor
4. accepting all letters, notices and other papers sent to the Vice-Chancellor
5. Attending to work related to website/email etc. on computer, duties on or beyond the working hours/holidays,
6. Help in holding different meetings
7. maintenance of diary relating to priority works / engagements / programmes of the Vice-Chancellor
8. Preparation of agenda/minutes/recommendations of the meetings of different committees in the chamber of the Vice-Chancellor
9. Drafting letters/ notes on the instruction of the Vice-Chancellor and handling correspondence independently.
10. Liaison and follow up action on matters with internal faculty/officers/ staff and outside persons/ organizations
11. Making travel arrangements and managing the tour programmes of the Vice-Chancellor
12. Preparing information for Annual Reports, Newsletter etc. pertaining to the Vice-Chancellor's activities
13. Be responsible for the safe custody of all the files in the Vice-Chancellor's Office and maintain strict confidentiality on all matters related to the work of any nature.
14. Any other works assigned from time to time.

## **PRIVATE SECRETARY TO THE REGISTRAR**

The Private Secretary shall discharge the duties under directions of the Head concerned i.e. the Registrar. The following shall be the duties of the Private Secretary:

1. Taking dictation and typing from manuscripts/other types or printed matter, filing, maintaining all the files in the Secretariat of the Registrar
2. Retrieval of information and documents whenever required
3. Attending to telephone calls and taking down messages; and promptly conveying them to the Registrar
4. Accepting all letters, notices and other papers sent to the Registrar, works related to website/email etc. on computer, duties during or beyond the working hours/holidays
5. Help in holding different meetings, maintenance of diary relating to priority works/ engagements/ programmes of the Registrar,
6. Preparation of agendas/ minutes/ recommendations of the meetings of different committees,
7. Organizing the work schedule of the Registrar; sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
8. Drafting of letters/notes for the Registrar and handling correspondence independently.
9. Liaison and follow up action on matters with internal faculty/ officers/staff and outside persons/organizations
10. Making travel arrangements and managing the tour programme of the Registrar
11. Summarizing from documents
12. Preparing information for Annual Reports, Newsletter etc. pertaining to the Secretariat's activities
13. Be responsible for the safe custody of all the files in the Secretariat and maintain strict confidentiality in all matters related to the Officer's work of any nature.
14. Any other works assigned from time to time.

## **11. PERSONAL ASSISTANT**

The Personal Assistant shall discharge the duties under directions of the Head concerned i.e. the Registrar and Vice-Chancellor. He/she shall broadly perform the following duties and any other duties.

1. Taking up dictation and typing work to help the officer in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
2. Assist in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.
3. Organizing the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
4. Drafting letters/notes for the officer and handling correspondence independently.
5. Maintaining excellent public relations and arranging meetings.
6. Making travel arrangements for the officer
7. Summarizing from documents
8. Preparing information for Annual Reports, Newsletter, etc. pertaining to the Secretariat's activities.
9. Referring/directing callers (in person/telephone)/papers to appropriate persons of the Institute
10. Supervise the work of the subordinate staff in the secretariat.
11. Be responsible for the safe custody of all the files in the Secretariat and maintain strict confidentiality on all matters related to the officer's work of any nature.
12. Any other works assigned from time to time.
13. The incumbent to the post may be transferred to any other section or department as per the exigency of situation.

## **12. STENOGRAPHER**

The Stenographer shall discharge the duties under directions of the Head concerned i.e. Section Officer/ Private Secretary/Assistant Registrar/Deputy Registrar, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Taking dictation and transcription of matters
2. Computer typing, e-mailing, fax, software downloading,
3. Attending to telephone calls,
4. Data entry,
5. Maintenance of confidential records,
6. Fixing appointments
7. Initiate various proposals and prepare drafts on computer and submit the same to the controlling officer for consideration and approval in a time bound manner.
8. Any other works assigned from time to time.

# COMPUTER

### **13. SENIOR SYSTEM ANALYST/SENIOR SYSTEM PROGRAMMER**

The Senior System Analyst shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Performing system analysis and design activities
2. Administering and configuring servers
3. System performance tuning
4. Development and maintenance of institute's websites and updating the same
5. Development and maintenance of software for GRI
6. Administering campus wide LAN and Internet services
7. Conducting periodic computer awareness/literacy courses/training programmes for the students, faculty and other staff in GRI
8. Identify and help implement the ICT and MIS requirements for the institute
9. Identify latest hardware/software requirements for the Institute
10. Any other works assigned from time to time.

### **14. SYSTEM ANALYST/SYSTEM PROGRAMMER**

The System Analyst shall discharge the duties under directions of the Head concerned i.e. Director/ Head in-charge (Computer Centre); Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Analyzing system logs and identifying potential issues with computer systems.
2. Introducing and integrating new technologies into existing data centre environments.
3. Performing routine audits of systems and software.
4. Performing backup of data and files.
5. Applying operating system updates, patches, and configuration changes
6. Installing and configuring new hardware and software.
7. Adding, removing, or updating user account information, resetting passwords, etc.
8. Answering technical queries

9. Be responsible for security of system and network
10. System performance tuning
11. Ensuring that the network infrastructure is up and running.
12. Provide programming support for the administrative office
13. Any other works assigned from time to time.

#### **15. COMPUTER OPERATOR**

The Computer Operator shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; Registrar and Vice-Chancellor and He/she shall broadly perform the following duties:

1. Operate computer system in the computer centre
2. Attend to the problems in computer systems in the centre
3. Permit and monitor the users on the use the computers
4. Install software packages
5. When a software gets corrupted format discs and take other appropriate action on the advice of the Head, Computer centre
6. Carry out minor hardware repairs
7. Provide software security to the Computer Systems
8. Identify hardware/software requirements for the computer centre
9. Help the administration in proper working of software
10. Any other works assigned from time to time.

#### **16. DATA ENTRY OPERATOR**

The Data Entry Operator shall discharge the duties under directions of the Head concerned i.e. the Head, Computer Centre; Dean, FROS; Registrar and Vice-Chancellor. He/she will broadly perform the following duties:

1. Carry out data entry work in the Computer Centre or any other place as assigned to him/her
2. Maintain data entered in and back up data files periodically
3. Any other works assigned from time to time.



# EXTENSION

## **17. RESEARCH OFFICER**

The Research Officer shall discharge the duties under directions of the Head concerned i.e. the Head of the Department concerned and the Dean of the faculty, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

All works related to research including,

1. Planning, Monitoring, Coordinating and finalizing the work of Research Assistants
2. Supporting the Departmental Extension Programmes, Orientation and training, seminars and workshops, Village Placement Programmes and sponsored projects
3. Documentation of VPP and other outreach programmes
4. Help in arranging visits to the nearby villages when special visitors visit the institute.
5. Any other works assigned from time to time.

## **18. RESEARCH ASSISTANT**

The Research Assistant shall discharge the duties under directions of the Head concerned i.e. Head of the Department concerned; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Preparation of study tools
2. Pre-testing and revision of schedules in the light of pre-test results
3. Field Data Collection
4. Editing, coding, tabulation, interpretation, processing and analyzing the data
5. Preparation of study reports
6. Preparation of village resource maps
7. Documenting the collected data for the use of faculty, students, govt. departments and NGOs
8. Preparing village, block and district profiles for the use of planners, policy makers, NGOs and research scholars
9. Conducting micro studies on important social issues relating to integrated rural development

10. Preparation of evaluation report from the extension activities carried out by the various departments of GRI
11. Documenting the extension activities carried out by various departments of GRI
12. Conducting micro-studies on the impact of GRI's various extension activities in its service villages
13. Visiting the VPP villages and documenting the activities carried out by the campers in the VPP Villages
14. Conducting studies on the impact of VPP in the villages
15. Helping the department in implementing funded projects
16. Providing orientation and training to the UG/PG and M.Phil. scholars for conducting rural research surveys and rapport building with the villagers for launching village development projects
17. Providing orientation and demonstration to the students on preparing village resource maps and report writing
18. Any other works assigned from time to time.

#### **19. TECHNICAL ASSISTANT (EXTENSION)**

The existing 9 posts of Field Assistant/Field Organizer (Home Science-1), (Chemistry-1), (Physics-1), (Extension Education-1) Life Long Learning and Extension-5 [AV aids-1; PERC-1; Extension Work-1; Balwadi Supervisor-2] have been re-designated as Technical Assistant (Extension) which will be effective only after approval of the UGC.

##### **Home Science**

The Technical Assistant (Extension), Dept. of Home Science shall discharge the duties under directions of the Head concerned i.e. Head, Department of Home Science; Dean, FROS; Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Help the department in all its extension activities.
2. Help identify village or a cluster of villages for VPP
3. Help the students in undertaking short visits to nearby villages in learning the problems of children, adolescents and geriatrics.
4. Help establish rapport with villagers
5. Help in the village related activities of the department.
6. Any other works assigned from time to time.

## **CHEMISTRY**

The Technical Assistant (Extension), Department of Chemistry, GRI shall discharge the duties under directions of the Head concerned i.e. the Head, Department of Chemistry; Dean, FROS; Registrar and Vice-Chancellor. He/She will perform the following duties:

1. Help the department in all its extension activities.
2. Help identify village or a cluster of villages for VPP
3. Help the students in undertaking short visits to nearby villages in learning the problems of children, adolescents and geriatrics.
4. Help establish rapport with villagers
5. Help in the village related activities of the department.
6. Any other works assigned from time to time.

## **PHYSICS**

The Technical Assistant (Extension), Dept. of Physics, GRI shall discharge the duties under directions of the Head concerned i.e. the Head, Department of Physics; Dean, FROS; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Help the department in all its extension activities.
2. Help identify village or a cluster of villages for VPP
3. Help the students in undertaking short visits to nearby villages in learning the problems of children, adolescents and geriatrics.
4. Help establish rapport with villagers
5. Help in the village related activities of the department.
6. Any other work assigned from time to time.

## **Population Education Resource Centre/Lifelong Learning and Extension**

The Technical Assistant shall discharge the duties under directions of the Head concerned i.e. the Head of the Department; Dean, FRSS; Registrar and Vice-Chancellor. He/ she shall perform the following duties:

1. Be responsible for operation, upkeep and timely maintenance of equipment/instruments and rectification of minor defects in the equipment/instruments.

2. Maintain the ledgers of consumable and non-consumable items and such other stores of the laboratory.
3. Carry out the data entry work
4. Maintain the users records in respect of equipment/instruments of laboratory facilities of the department
5. Any other works assigned from time to time.

### **Lifelong Learning and Extension**

The Technical Assistant (Extension), Lifelong Learning and Extension) shall discharge the duties under directions of the Head of the department concerned, Dean, FRD; Registrar and Vice-Chancellor. He/ she shall perform the following duties:

1. Be responsible for operation, upkeep and timely maintenance of equipment/instruments and rectification of minor defects in the equipment/instruments.
2. Provide technical support to all the technical and training programmes of the department.
3. Maintain the ledgers of consumable and non-consumable items and such other stores of the Laboratory.
4. Carry out the data entry work
5. Maintain the users records in respect of equipment/instruments of laboratory facilities of the department
6. Documenting and assisting in the publication of the activities of the department.
7. Any other works assigned from time to time.

### **EXTENSION EDUCATION**

The Technical Assistant (Extension), Department of Extension Education), GRI shall discharge the duties under directions of the Head of the department concerned, Registrar and Vice-Chancellor. He/she will broadly perform the following duties:

1. Organize and Coordinate Village Placement Programmes/Values and Social Responsibilities (VPP/VSR) for all the departments of GRI

2. Provide technical support to various departments in organizing Village Placement Programme/Values and Social Responsibilities (VPP/VSR)
3. Assist in extension activities of various departments
4. Provide teaching support for UG and PG programmes
5. Provide guidance and support in taking students to various panchayats, govt. departments at the Block and District Level, NGOs and other institutions.
6. Assist the Department in the maintenance of the Department Library
7. Help the UG and PG students in preparing their dissertation work
8. Assist field based research work of the department
9. Provide field based support for all the action oriented projects undertaken by the department
10. Assist in the community outreach programmes of the department
11. Provide support for organizing and imparting training programmes for NGOs, Community Based Organisations, SHG members and panchayat leaders organized by the Department
12. Arrange field and institutional visit of students for their practical training
13. Assist the students of the department in taking up regular short-term, long-term field based practical training
14. Any other works assigned from time to time.

#### **TECHNICAL ASSISTANT (EXTENSION) - BALWADI SUPERVISOR**

The Technical Assistant (Extension) (Balwadi Supervisor) shall discharge the duties under directions of the Head of the department concerned, Dean, FRD, Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Visit Balwadi Centres at least thrice a week. During the period of visit, he/she has to check and verify the student strength, staff attendance, daily report of teachers and stock register. He/she will also provide guidance and counselling to the teachers and ayahs.

2. Claim monthly salary bill and contingency bills for all the crèche teachers and ayahs.
3. Arrange and purchase grocery for all the Balwadi Centres and distribute them to all the balwadies regularly on a monthly basis and review their work and plan future course of action
4. Conduct Village Level Parents Meeting twice a month
5. Maintain records and prepare periodical progress reports.
6. Assist in training programmes, workshops and seminars of the department concerned.
7. Mobilize local support for efficient running of Balwadies.
8. Any other works assigned from time to time.

**20. TECHNICIAN (MULTI-MEDIA)**

**(The existing post of Film Operator has been re-designated as Technician (Multi-media) which will be effective only after approval of the UGC).**

The Technician (Multi-media) (Film Operator) is required to perform duties six days in a week. The Technician (Multi-media) shall discharge the duties under directions of the Head of the department concerned, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Procure and maintain the public address system related equipments of the institute and maintain stock of the same.
2. Arrange for public address system at the bell maiden or any other venue for the conduct of prayer in the morning assembly and weekly prayers
3. Maintain the documentaries, speeches etc., recorded about and on the institute
4. Help in the hiring of public address system at and when need arises
5. Ensure proper public address system during the meetings of different bodies of the institute, seminars, symposia, conferences and workshops and make recording of the events (audio and video).
6. Help establish CCTV broadcast on important occasion
7. Arrange public address system for any other event organised within and outside the institute.
8. Any other works assigned from time to time.

# TECHNICAL



## **21. TECHNICAL OFFICER (USIC)**

The Technical Officer shall discharge the duties under directions of the Head of the department concerned, Director, USIC; Dean FROS; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Provide services to departments/ Centres/ Offices of the Institute and help in the repair and maintenance of instruments.
2. Provide services on the maintenance of analytical and specified instruments available in USIC and other departments of the institute.
3. Design and fabricate teaching aids and kits, and instruments required for research of the departments.
4. Provide training programmes in instrumentation for students, teachers and technicians of departments of the institute.
5. Execute work orders/ jobs submitted by the departments with the help of facilities available.
6. Maintain diaries of the work done and make reports to the Head of the Centre
7. Participate in formal courses and training programmes arranged by the USIC.
8. Handle courses on subjects related to Electronics, Instrumentation and allied subjects whenever it is required by other departments of the Institute.
9. Conduct training programmes as required/ requested by the departments of GRI and other outside institutions and agencies.
10. Help the departments of GRI in teaching certain subjects as and when need arises.
11. Any other works assigned from time to time.

## **22. FOREMAN**

The Foreman (Mechanical), USIC shall discharge the duties under directions of the Head of the department concerned, Director, USIC; Dean, FROS; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Work within his area of responsibility to organize and supervise the work for his staff. The foreman also coordinates activities with administrators and performs work within his trade certification when required.
2. Communicate with employees of USIC, below his rank, the expectations of the Institute, the do's and do nots at the workplace, inform his subordinates on the required performance by advising, directing and initiating action
3. As and when necessary, warn employees about any performance deficiencies both orally and in writing, if needed.
4. Work independently, and when required, travel from site to site.
5. Review work requests to determine personnel requirements, procure necessary materials, ensure availability of proper tools and equipments.
6. Establish a schedule to complete the work within acceptable time frame and quality parameters.
7. Estimate labour, materials and other requirements for completion of specific jobs and provide written estimates when required.
8. Review the work of his staff, on an individual basis, those policies, procedures, regulations, and terms of the collective agreement relate to the day-to-day operation of his department.
9. Initiate discussions on a regular basis concerning work relating to issues such as team building, conflicts and work performances, with a view to seeking solutions.
10. Coordinate with the Works Department in servicing and/or repair of Institute buildings or equipment. Inspect and report on the quality of work as and when required.
11. Research information and develop procedures in consultation with the Director, USIC to improve the workings of his department.
12. Respond effectively to enquiries from Departments/offices
13. Attend courses, seminars or workshops as approved by the authorities to upgrade skills and to stay updated with current practices and procedures related to his department.

14. Maintain a working inventory of parts, supplies or equipment for his area of responsibility.
15. Procure goods and services from vendors when required
16. Obtain permits when required for in-house plumbing or gas projects
17. Any other works assigned from time to time.

**23. TECHNICIAN GRADE IV – Electronics (USIC)**

The Technician Grade IV shall discharge the duties under directions of the Head of the department concerned, Head, USIC, Dean, FROS; Registrar and Vice-Chancellor. He/she will broadly perform the following duties:

1. Service scientific, electronic, electrical and other instruments and machines.
2. Execute jobs related to different kind of fabrication work at USIC
3. Be responsible for work related to repair, maintenance and fabrication of electronic equipments.
4. Maintain UPS of all units and departments of GRI and suggest ways of keeping them in good condition
5. Repair computers
6. Attend to any other work related to electronic equipments
7. Any other works assigned from time to time.

**24. TECHNICIAN GRADE I (USIC)**

**TECHNICIAN GRADE I (USIC) – Mechanical**

The Technician Grade I shall discharge the duties under directions of the Head of the department concerned, Dean, FROS; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Work with all mechanical tools and equipments
2. Take care of welding/ spray painting and maintenance work.
3. Sharpening of tools like scissors, grass cutter
4. Service of posts in the play ground of the institute
5. Service of the equipments in the gymnasium of the institute.
6. Help in pipe threading, cutting, welding work
7. Repair cupboards, locks and steel doors of the buildings

8. Help in the conduct of workshop practice for the programmes of the institute
9. Help in project work of the UG/PG students
10. Any other works assigned from time to time.

#### **TECHNICIAN GRADE I USIC (Glass Blowing)**

The Technician Grade I shall discharge the duties under directions of the Head of the department concerned, Dean, FROS; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Fabricate laboratory glassware as required by various departments of the Institute.
2. Repair glass apparatus and glassware
3. Assist the students and research scholars of the institute to fabricate their project gadgets.
4. Conduct demonstration classes.
5. Provide the repair glass apparatus to the nearby schools and institutions
6. Maintenance of stock registers of Glass Blowing section.
7. Any other works assigned from time to time.

# LABORATORY

## **25. SENIOR TECHNICAL ASSISTANT – AGRICULTURE**

The Senior Technical Assistant shall discharge the duties under directions of the Head of the department concerned, Dean, Faculty of Agriculture and Animal Husbandry; Registrar and Vice-Chancellor. He/she has to broadly perform the following duties:

1. Be responsible for operation, upkeep and timely maintenance of equipment/instruments and rectification of minor defects in the equipment/instruments.
2. Maintain the ledgers of consumable and non-consumable items and such other stores of the Laboratory. Be responsible for timely procurement of consumables and process the requisitions in advance
3. Maintain the users records in respect of equipment/instruments
4. Any other works assigned from time to time.

## **26. SENIOR TECHNICAL ASSISTANT – PHYSICS**

The Senior Technical Assistant shall discharge the duties under directions of the Head of the department concerned, Dean FROS; Registrar and the Vice-chancellor. He/she has to broadly perform the following duties:

1. Be responsible for operation, upkeep and timely maintenance of equipment/instruments and rectification of minor defects in the equipment/instruments.
2. Help the department in arranging practical classes for the programmes offered by the department
3. Carry out regular maintenance of the sophisticated instruments and check their proper working at regular intervals. If any problems are noticed, he/she should try to correct it or report the same to the Head so that the supplier can be contacted for proper servicing.
4. Advise the department on maintenance schedule
5. Inform the department on the periodic renewable of AMCs, wherever necessary
6. Maintain the stock register of the department
7. Manage the stores of the department

8. Assist the department in obtaining addresses of suppliers and vendors
9. Help in formulating the purchase requirements of regular practicals
10. Assist the teachers in design of experiments
11. Assist the students in fixing minor problems during practicals
12. Any other works assigned from time to time.

**27. SENIOR TECHNICAL ASSISTANT – Glass Blowing (USIC)**

The Senior Technical Assistant shall discharge the duties under directions of the Head of the department concerned, Director, USIC; Dean, FROS; Registrar and Vice-Chancellor. He/She has to broadly perform the following:

1. Be responsible for rectification of minor defects in the equipment/instruments of the faculties/ departments/ centres/ units of the Institute
2. Help the department in the design and fabrication of minor equipments.
3. Carry out regular maintenance of the UPS and minor equipments of the institute.
4. Carry out periodic maintenance of lead acid batteries in the UPS of the different faculties/ departments/ centres/ units of the Institute
5. Maintain the stock register of USIC
6. Offer expert advice on purchase of minor equipments
7. Any other works assigned from time to time.

**28. SENIOR TECHNICAL ASSISTANT (BAKERY/ OIL & SOAP)  
BAKERY**

The Senior Technical Assistant shall discharge the duties under directions of the Head of the department concerned, Dean, FRSS; Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Help in the teaching of the theory and practicals. Provide project guidance for UG students in Bakery.
2. Arrange and take students of B.B.A. (RIM) for field/factory visits, internship programmes
3. Be responsible for operation, upkeep and timely maintenance of equipments/instruments and rectification of minor defects in the equipments/instruments related soap and oil making
4. Maintain the ledgers of consumable and non-consumables items and such other stores
5. Ensure timely procurement of consumables and process the requisitions in advance.
6. Maintain the user records in respect of equipment/ instruments
7. Any other works assigned from time to time.

### **OIL & SOAP**

The Senior Technical Assistant shall discharge the duties under directions of the Head of the department concerned, Dean, FRSS; Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Help in the teaching of the theory and practicals. Provide project guidance for UG students in Soap Industry/Detergent Industry
2. Arrange and take students of B.B.A. (RIM) for field/factory visits, internship programmes
3. Be responsible for operation, upkeep and timely maintenance of equipments/instruments and rectification of minor defects in the equipments/instruments related soap and oil making
4. Maintain the ledgers of consumable and non-consumables items and such other stores
5. Ensure timely procurement of consumables and process the requisitions in advance.
6. Maintain the user records in respect of equipment/ instruments
7. Any other works assigned from time to time.



## **29. TECHNICAL ASSISTANT (LABORATORY)**

(Physics, Chemistry, Biology, Home Science & FRHS)

(The existing post of Lab Technician has been re-designated as Technical Assistant (LAB) which will be effective only after approval of the UGC).

### **TECHNICAL ASSISTANT (LAB.) (PHYSICS)**

The Technical Assistant (Lab.) (Physics) shall discharge the duties under directions of the Head of the department concerned, Dean, FROS; Registrar and Vice-Chancellor. He/She broadly perform the following duties:

1. To assist the teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the department in purchase and procurement of regular laboratory materials.
4. To supervise the work of laboratory attendants and instruct them on regular maintenance of the laboratory
5. To ensure proper cleanliness in the laboratory
6. To assist the department in routine administrative matters and to ensure proper use of laboratory facilities.
7. To record and report breakages/losses caused by the students in the laboratory.
8. To help assess the loss arising out of such events through verification of stock registers.
9. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants at the end of the working day.
10. To operate and maintain sophisticated instruments of the department
11. Any other works assigned from time to time.

### **TECHNICAL ASSISTANT (LAB.) (CHEMISTRY)**

The Technical Assistant (Lab.) (Chemistry) shall discharge the duties under directions of the Head of the department concerned, Dean, FROS; Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. To assist teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the department in purchase and procurement of regular laboratory chemicals and glassware.
4. To ensure safe disposal of waste generated in the laboratory and take precautionary measures to avoid accidents caused by toxic chemicals and potentially dangerous experiments.
5. To supervise the work of laboratory attendants and instruct them on regular maintenance of the laboratory
6. To prepare salts, solutions and other equipments for regular laboratory work by obtaining appropriate instructions from the course teacher.
7. To ensure proper cleanliness in the laboratory
8. To assist the department in routine administrative matters and to ensure proper use of laboratory facilities.
9. To record and report breakages/losses caused by the students in the laboratory.
10. To help assess the loss arising out of such events through verification of stock registers.
11. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants at the end of the working day.
12. To operate and maintain sophisticated instruments of the department
13. Any other works assigned from time to time.

#### **TECHNICAL ASSISTANT (LAB.) (BIOLOGY)**

The Technical Assistant (Lab.) (Biology) shall discharge the duties under directions of the Head of the department concerned, Dean, FROS; Registrar and Vice-Chancellor. He/she will broadly perform the following duties:

1. To assist teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the department in purchase and procurement of regular laboratory chemicals, glassware and materials related to the laboratory work.
4. To ensure safe disposal of waste generated in the laboratory and take precautionary measures to avoid accidents caused by toxic chemicals.
5. To supervise the work of laboratory attendants and instruct them on regular maintenance of the laboratory
6. To prepare salts, solutions, slides and other equipments for regular laboratory work by obtaining appropriate instructions from the course teacher.
7. To ensure proper cleanliness in the laboratory
8. To assist the department in routine administrative matters and to ensure proper use of laboratory facilities.
9. To record and report breakages/losses caused by the students in the laboratory.
10. To help assess the loss arising out of such events through verification of stock registers.
11. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants at the end of the working day.
12. To operate and maintain sophisticated instruments of the department
13. Any other works assigned from time to time.

#### **TECHNICAL ASSISTANT (LAB.) (HOME SCIENCE)**

The Technical Assistant (Lab.) (Home Science) shall discharge the duties under directions of the Head of the department concerned, Dean, FROS; Registrar and Vice-Chancellor. He/She will broadly perform the following duties:

1. To assist teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the department in purchase and procurement of regular laboratory materials.
4. To supervise the work of laboratory attendants and instruct them on regular maintenance of the laboratory
5. To prepare salts, solutions, and other equipments for regular laboratory work by obtaining appropriate instructions from the course teacher.
6. To ensure proper cleanliness in the laboratory
7. To assist the department in routine administrative matters and to ensure proper use of laboratory facilities.
8. To record and report breakages/losses caused by the students in the laboratory.
9. To help assess the loss arising out of such events through verification of stock registers.
10. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants at the end of the working day.
11. Any other works assigned from time to time.

#### **TECHNICAL ASSISTANT (LAB.) (MEDICAL) - FRHS**

The Technical Assistant (Lab.) (Medical) shall discharge the duties under directions of the Head of the department concerned, Dean, FRH&S; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. To assist the course teachers to conduct laboratory practical sessions.
2. To demonstrate Medical Laboratory tests with procedures to PDSI Course Students.

3. To prepare for Laboratory Practical Sessions – arrangement of equipment/instruments and preparation of solutions/indicators, media and periodical equipments etc. and take care of their maintenance.
4. To assist the faculty in the purchase of laboratory equipments, chemicals for the regular practicals
5. To maintain Stock Registers
6. To supervise the work of laboratory attendants/earn while you learn students
7. To observe and report the breakages/losses during practical hours
8. To supervise the work of laboratory attendants and instruct them on regular maintenance of the laboratory
9. To ensure proper cleanliness in the laboratory
10. To assist the department in routine administrative matters and to ensure proper use of laboratory facilities.
11. To record and report breakages/losses caused by the students in the laboratory.
12. Help assess the loss arising out of such events through verification of stock registers.
13. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants at the end of the working day.
14. To operate and maintain sophisticated instruments of the department
15. Any other works assigned from time to time.

### **30. TECHNICAL ASSISTANT (LANGUAGE LAB.)**

(The existing posts of Language Lab Assistant and Communication Assistant have been re-designated as Technical Assistant (Language Lab) which will be effective only after approval of the UGC).

#### **TECHNICAL ASSISTANT (LANGUAGE LAB) (COMMUNICATION ASSISTANT)**

The Technical Assistant (Lab.) (Communication Assistant) shall discharge the duties under directions of the Head of the department concerned, Dean, Faculty of English and Foreign Languages; Registrar and Vice-Chancellor. He/she will broadly perform the following duties:

1. Coordinate office activities and manage dissemination of information within and without the organisation;
2. Prepare organisational press releases, reports and other presentations and ensure the accuracy of these documents;
3. Planning and schedule events, meetings and appointments;
4. Conduct research related to media and communication;
5. Take charge of the Media Lab (Audio and Video recording laboratories) and prepare audio and video programmes for classroom purposes and also for Community Radio (whenever it is established);
6. Operate office equipments;
7. Assist the Publication Officer in the production of the Institute's Calendar, Newsletter, Magazine and other print materials and in hosting of the website of the institute.
8. Any other works assigned from time to time.

**TECHNICAL ASSISTANT (LAB.) (LANGUAGE LABORATORY ASSISTANT)**

The Technical Assistant (Lab.) (Language Laboratory Assistant) shall discharge the duties under directions of the Head of the department concerned, Dean, Faculty of English and Foreign Languages, Registrar and Vice-Chancellor. He/She will broadly perform the following duties:

1. Instruct and supervise the use of language laboratory facilities, audio-visual equipment, and software applications
2. Develop language learning aids
3. Coordinate acquisition of laboratory hardware software; maintain records of materials and equipment in a systematic manner
4. Produce laboratory exercises and programs and assist in on-location recordings of lectures, meetings, classes and seminars;
5. Assist in the supervision of laboratory staff
6. Operate laboratory equipments and other electronic gadgets in the department/faculty and ensure that all equipments are properly maintained to facilitate maximum utilization.
7. Help the Head/Dean in the running of the Bridge Course at the beginning of the academic year to the entrants;
8. Any other works assigned from time to time.

### **31. TECHNICAL ASSISTANT (Rural Industries and Management)**

(The existing posts of Technical Assistant (Oil&Soap, Handmade Paper and Food/Chemical Technician have been re-designated as Technical Assistant (Rural Industries and Management) which will be effective only after approval of the UGC).

#### **HANDMADE PAPER**

The Technical Assistant (RIM) – Handmade Paper shall discharge the duties under directions of the Head of the department concerned, the Registrar and Vice-Chancellor. Under the guidance and supervision of the Head, Department of Rural Industries and Management perform the following duties:

1. Help in teaching theory and practicals of handmade paper industry. Help in the guidance of Projects on handmade paper industry.
2. Maintain the stock books of consumable and non-consumable items and such other stores of the Lab.
3. Be responsible for supervision of works for the subordinate technical staff, if any of the lab. He will be responsible for timely procurement of consumables
4. Any other works assigned from time to time.

#### **OIL & SOAP**

The Technical Assistant (RIM) – Oil & Soap) shall discharge the duties under directions of the Head of the department concerned, Dean, FRSS; Registrar and Vice-Chancellor. He/She shall perform the following duties:

1. Help in teaching theory and practicals of Oil industry
2. Maintain the ledgers of consumable and non-consumable items and such other stores of the Lab.
3. Be responsible for supervision of works for the subordinate technical staff, if any of the lab. He will be responsible for timely procurement of consumables
4. Any other works assigned from time to time.

#### **FOOD/CHEMICAL TECHNICIAN**

The Technical Assistant (RIM) - Food/Chemical Technician shall discharge the duties under directions of the Head of the department concerned, Dean, FRSS, Registrar and Vice-Chancellor. He/she will broadly perform the following duties:

1. Help the faculty/ department in teaching theory and practicals of fruit processing industry/food science and quality control
2. Develop new products and techniques for fruit and food processing
3. Record and compile test results, and prepare graphs, charts and reports
4. Be responsible for operation, upkeep and timely maintenance of equipments/instruments and rectification of minor defects in the equipments/instruments
5. Arrange and take students on field/factory visits/ internship programmes
6. Maintain the ledgers of consumable and non-consumable items and such other stores of the Lab.
7. Be responsible for supervision of works for the subordinate technical staff, if any of the laboratory. He will be responsible for timely procurement of consumables.
8. Maintain the user records in respect of equipment/instruments of laboratory facilities of the faculty/department
9. Any other works assigned from time to time.

### **32. AGRICULTURAL ASSISTANT**

The Agricultural Assistant shall discharge the duties under directions of the Head of the department concerned, Farm Superintendent; Dean, FA&AH; Registrar and Vice-Chancellor. He/ she shall broadly perform the following duties:

1. Supervise practical work of the students in farm and orchard in different batches
2. Assist teachers in field in allotment of farm land under crop management subject to the students of the Faculty
3. Assist in conduct of practical examinations in field
4. Forecast day to day farm operations in farm and orchard and allotting specific farm works to farm workers.



5. Supervise day to day operations in the farm and orchard and maintaining muster rolls for casual labourers and to arrange payment for them.
6. Be incharge for the farm operations viz. field preparation, ploughing, sowing, weeding, application of manures and fertilizers, taking up plant protection measures and harvesting of crops.
7. Assist the Farm Superintendent in the following aspects:
  1. Farm Planning
  2. Preparing farm budget
  3. Preparing farm cropping scheme
  4. Labour Management
  5. Maintaining farm accounts and records
8. Arrange for purchase of farm inputs like seeds, fertilizers, plant protection, chemicals, mud pots and other contingent items needed for farm and orchard
9. Help the faculty in the production of high yielding grafts and layers in fruit plants like guava, lime, sapota, etc.
10. Arrange sale of grafts, layers and farm produce
11. Help in healthy maintenance of root-stocks and mother plants for propagation work
12. Assist in keeping the farm assets like electric motors, pump sets, other farm equipment and farm machineries in order and working condition.
13. Any other works assigned from time to time.

### **33. LIVESTOCK ASSISTANT**

The Livestock Assistant shall discharge the duties under directions of the Head of the department concerned, Dairy farm in-charge, Dean, Faculty of Agriculture and Animal husbandry; Registrar and Vice-Chancellor. He/she will broadly perform the following duties:

1. Supervise practical work of the students
2. Assist in the conduct of practical examinations in diary farm

3. Supervise day to day work in dairy farm and maintain muster roll for casual labourers, if any, and arrange for their payment
4. Supervise milking of the milch animal, record milk yield on a daily basis and ensure distribution of milk to staff quarters twice a day.
5. Issue cattle feed twice a day and maintain cattle feed stock register
6. Issue farm implements to students during field work and maintenance
7. Maintain the fodder plot, supervise watering, weeding, harvesting and feeding of roughage to animals
8. Inspect the milch animals twice a day. If any problems are noticed, make arrangements for treatment and take care of artificial insemination of milch animals.
9. Supervise goat unit and to carry out deworming, periodical weighing of animals, vaccination etc.
10. Inform the Dean, FA&AH on renewal of insurance for animal, motor and paddy straw
11. Explain various activities of dairy farm and taking round the (dairy farm) the visitors, farmers and students from other departments.
12. Arrange for purchase of dairy animals, cattle feed, dry fodder and animal medicines etc.
13. Maintain sprinkler irrigation systems in fodder plot
14. Any other works assigned from time to time.

# HEALTH & SANITATION

### **34. HEALTH OFFICER**

The Health Officer shall discharge the duties under directions of the Head of the department concerned, Dean, Faculty of Rural Health and Sanitation; Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Help in running the programmes of the Faculty of Rural Health and Sanitation by offering courses run by the faculty.
2. Help the institute in running the Health Centre activities and help the institute when need arises.
3. Take part in Community extension work
4. Participate in the research activities of the faculty.
5. Responsible for the health care and sanitation of the Institute campus, and its students, staff and the Gandhigram community in general
6. Any other works assigned from time to time.

### **35. ENTOMOLOGIST**

The Entomologist shall discharge the duties under directions of the Head of the department concerned, Dean, Faculty of Rural Health and Sanitation; Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Taking classes on Entomology – Parasitology - Theory – Practical – environmental sciences – theory – practical
2. Conducting CFA – internal tests – supervision of end-semester examinations
3. Library in-charge and maintaining records related to library
4. Be the Deputy Warden if and when appointed by Registrar
5. Participation in works related to admission and any other works assigned by Dean
6. Participation in supervisory field training and guide project work of students
7. Any other works assigned from time to time.

### **36. MICROBIOLOGIST**

The Microbiologist shall discharge the duties under directions of the Head of the department concerned, Dean, Faculty of Rural Health and Sanitation; Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Offer courses in Microbiology and related subjects
2. Discharging duty as Laboratory in charge
3. Purchase of chemicals, reagents, equipments needed and maintenance of laboratory for students
4. Supervision, guidance of students during supervised field training, guidance of project work in supervised field training
5. Undertake any other curriculum, co-curriculum and students related activities as assigned by the Faculty and the Institute.
6. Admission work
7. Any other works assigned from time to time.

### **37. SOCIAL SCIENTIST CUM HEALTH EDUCATOR**

The Social Scientist-cum-Health Educator shall discharge the duties under directions of the Head of the department concerned, Dean, Faculty of Rural Health and Sanitation; Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Taking classes in Behavioural Science and Health Education – Public Health Administration – Theory – Topics in Food and Nutrition
2. Conducting CFA – Internal tests; Supervision in end semester examinations
3. Be the Deputy Warden if and when appointed by Registrar
4. Participation in supervisory field training and guide project works of students
5. Helping the Dean in works related to admission and regular activities of the faculty.
6. Any other works assigned from time to time.

### **38. NON-MEDICAL DEMONSTRATOR**

The Non-Medical Demonstrator shall discharge the duties under directions of the Head of the department concerned, Dean, Faculty of Rural Health and Sanitation; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. To teach different courses of the faculty and any other department that needs his/her services
2. To arrange and conduct the Concurrent Field Training Programme for the students along with State Public Health Department and Local Bodies
3. To organize, facilitate and participate in the Village Placement Programme
4. To arrange, guide and accompany in the outreach and field related activities of the faculty.
5. To arrange the Supervised Field Training Programme for the students along with State Public Health Department and host agencies
6. To organize the health awareness programme for the students and community
7. To provide academic inputs on Public Health Administration particularly Central and State Health related Acts and field implementation details
8. To assist and participate in the short term training, workshop, seminar etc. organised by the faculty.
9. Any other works assigned from time to time.

### **39. HEALTH INSPECTOR – Senior Technical Assistant Grade (STAG)**

The Health Inspector (STAG) shall discharge the duties under directions of the Head of the department concerned, Dean, FRH&S; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Assist in the observation visit programme of the students along with course teacher concerned

2. Assist in arranging the supervised Field Training Programme for the students with the help of State Public Health Department and host agencies
3. Assist in the maintenance of the Sanitary Science Park in consultation with the Assistant Engineer of the faculty
4. Assist and participate in the short term training, workshop, seminar etc. organized by the faculty.
5. Any other works assigned from time to time.

#### **40. ASSISTANT ENGINEER (FRH&S)**

The Assistant Engineer shall discharge the duties under directions of the Head of the department concerned, Dean, FRH&S; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Teach different courses of the faculty and any other department that needs his/her services
2. Arrange and conduct the concurrent Field Training Programme for the students along with State Public Health Department and local bodies
3. Organize, facilitate and participate in the Village Placement Programme
4. Arrange, guide and accompany in the outreach and field related activities of the faculty.
5. Any other works assigned from time to time.

#### **41. HEALTH INSPECTOR**

The Health Inspector (Ordinary Grade) shall discharge the duties under directions of the Head of the department concerned, Dean, FRH&S; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Help in the arrangement and conduct of the Concurrent Field Training Programme for the students along with State Public Health Department and Local Bodies
2. Assist and participate in the Village Placement Programme (VPP) for the students along with teaching staff.

3. Assist and accompany in the Observation Visit Programme for the students along with concerned course teacher.
4. Arrange the Supervised Field Training Programme for the students along with State Public Health Department and host agencies
5. Assist in maintaining the FRH&S sanitation along with supervision of the sanitary worker.
6. Any other works assigned from time to time.



# ENGINEERING

## **42. ESTATE OFFICER**

The Estate Officer shall be available in the campus and be on duty for six days a week. The Estate Officer shall discharge the duties under directions of the Head of the department concerned i.e. the Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. Prepare estimates for various civil, electrical, mechanical and sanitary works undertaken or proposed by the institute
2. Prepare progress reports on on-going work and report the same to the authorities of the institute on a monthly basis
3. Supervise, execution of the works in all civil, electrical and gardening work, according to the norms and standards.
4. Ensure the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
5. Invite and open of quotations related to the Estate Office through committees duly constituted for the purpose. He/She is required to examine/recommend the tenders for acceptance/rejection with proper justification and notes.
6. Supervise and check the functioning of stores and maintenance of proper accounts – both, quantity and value. He/She is also required to inspect the buildings, structures and roads, etc. under his charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
7. Test/check the measurements recorded by the Junior Engineer in the M. Books and certify.
8. Convene the meeting of the Institute Works Committee, Technical Works Committee or other committees of the University Works Department of the Institute from time to time. He is also required to prepare Agenda/minutes of these meetings and submit it to the Registrar for the approval of the Competent Authority.

9. Act as the officer in-charge of the Security/ Sanitation/ Public Health units of the institute and exercise control over the contract workers. While doing so, he/she must ensure compliance of the all the provisions of the Labour Laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the Institute or workers hired through approved agencies.
10. Advise the Registrar/Vice-Chancellor in all technical matters and ensure that all work executed by him are as per the guidelines prescribed by the MOA/ Bye-Laws/ CPWD/ State PWD and that these works are carried out with the authorization/ approval of the Works Committee or Building Committee etc. as per the prescribed procedure.
11. Initiate various proposals and submit the same to the higher authorities for consideration and approval in a time bound manner.
12. Any other works assigned from time to time.

**43. JUNIOR ENGINEER (Civil)**

The Junior Engineer is required to perform duties six days in a week. He/she shall discharge the duties under directions of the Head of the department concerned, Estate Officer, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. All duties of the Estate Officer in his absence
2. Collection of Engineering data, preparation of estimates, rough drawing etc.
3. Help in the purchase, storage and issuance of materials, and organisation of materials for work as per rules.
4. Measurements and recording of work done in the institute, preparation of abstracts of measurements, recovery statements, consumption statement, test checks etc.
5. Making M book entries.
6. Maintenance of prescribed registers and record books etc.

7. Maintenance of temporary advances, standard M.Books, inspection and maintenance of buildings and other assets of the institute.
8. Preparation of tender documents, award letters, justifications, supervision of contractual job awarded to various agencies including CPWD and State PWD
9. Planning and execution of departmental works
10. Preparation of accounts of bills for contractors and others and processing of payments.
11. Attending to the complaints and ensuring the proper maintenance and repairs etc.
12. Maintenance of records regarding occupation and vacancies of the quarters belonging to the institute and submitting periodical reports to the authorities on the vacancy position.
13. Supervision of the work carried out by Electrician, Plumber, Carpenter, Gardener, Sanitary Workers and other workers associated with the works department.
14. Ensuring general up-keep, cleanliness, sanitation and electrical works in the entire Institute campus.
15. Be responsible for compliance to the provisions of Labour Laws or requirements of Regulatory and Statutory Authorities
16. Any other works assigned from time to time.

**44. TECHNICIAN (ELECTRICAL)**

(The existing post of Electrician has been re-designated as Technician (Electrical) which will be effective only after approval of the UGC).

The Technician (Electrical) is required to perform duties six days in a week. The Electrician shall discharge the duties under directions of the Head of the department concerned, Estate Officer, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Carry out construction, maintenance and repair, operation work of all electrical installations including HT/LT lines, sub-station equipment, air-conditioners, electric motors, pump sets etc., in all building of the Institute including hostels and staff quarters.
2. Ensure proper electric supply, lighting and their maintenance during important functions and activities of the institute.

3. Ensure electric generator provision wherever and whenever needed
4. Supervise and guide the work of junior skilled and unskilled personnel under his control.
5. Prepare estimates of materials required and help in purchase of materials required and keep proper account of materials issued.
6. Keep all tools and other materials required in clean and working order.
7. Report any major fault to his superiors for necessary action.
8. Operate and maintain the electric generators
9. Keep proper records of consumption of various materials including fuel oil, lubricating oil and other spare parts.
10. Inform sufficiently in advance the requirements of all materials needed for satisfactory running of the Sub-Station/Generators etc. of the Institute.
11. Arrange to make payment of electricity bill, of the Institute before the due date of payment
12. Make necessary arrangements for conservation of electricity.
13. Supervise of the electrical contractor work, prepare the bills and making M.Book entries.
14. Any other works assigned from time to time.

**45. TECHNICIAN (Civil)**

(The existing posts of Plumber, Painter, Mason and Carpenter have been re-designated as Technician (Civil) which will be effective only after approval of the UGC).

**PLUMBER**

Technician (Civil) (Plumber) is required to perform duties six days in a week. The Plumber shall discharge the duties under directions of the Head of the department concerned, Estate Officer, Registrar and Vice-Chancellor. He/she shall broadly perform the following:

1. Operate the pumps and ensure timely supply of water in the campus.
2. Ensure water supply for horticulture.
3. Attend to the operational work of the pump house during emergencies at any point of time in a day, before and after office hours, if need be.

4. Look after the pump house, make routine maintenance of the pumps and report the defects beyond his control to the in-charge of the pump house.
5. Look for leakages in the pipelines, fixing the float valves in the over-head tanks, repair of taps and supply lines, and help conserve water.
6. Keep all tools and other materials required in clean and working order.
7. Ensure stock of all relevant material in advance for proper running of the pumps and repair/ preventive maintenance of other machines/equipments of the Institute, related to water supply.
8. Maintaining of mineral water treatment and water supply to various departments/sections
9. Prepare estimates, preparation of bills and comparative statements
10. Supervise of the work of plumbing contractors
11. Attend to complaints regarding water supply, leaky taps and valves
12. Provide temporary arrangement like taps and water supply for functions
13. Any other works assigned from time to time.

### **CARPENTER**

Technician (Civil) (Carpenter) is required to perform duties six days in a week. The Carpenter shall discharge the duties under directions of the Head of the department concerned, Estate Officer, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Do the work related to various kinds of timber and other materials and select timber and other materials used as wood substitutes to suit different jobs.
2. Detect defects in timber and all other materials used as wood substitutes.
3. Prepare approximate estimates of materials required for different jobs.

4. Carryout works that involve joints, mortice and tenon, dove tailing, grooving, dowelling, mitred or screwed joints.
5. Prepare articles of furniture to accurate dimension
6. Carry out repair and maintenance of furniture, doors and windows in all buildings of the institute including the hostels and staff quarters
7. Prepare and assemble timber and join timber pieces in tension and compressing members thereof (i.e. other materials used or wood substitutes)
8. Use and operate mechanical/electrical/battery operated machines and tools required for performing duties of carpenter.
9. Carry out repair and maintenance in all buildings of the Institute including the hostels and staff quarters
10. Any other works assigned from time to time.

### **MASON**

Technician (Civil) (Mason) is required to perform duties six days in a week. The Mason shall discharge the duties under directions of the Head of the department concerned, Estate Officer, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Prepare surfaces prior to beginning work.
2. Fabricate, alter, repair, and maintain walls, sidewalks, roads, street curbs, floors, bathroom showers, sink counters, partitions, manholes, and other related structures or surfaces
3. Lay blocks or bricks following blueprints, plans, or drawings.
4. Determine work requirements and sequence of masonry/tile assignments through review of work orders, plans, or drawings.
5. Lay out work using chalk lines, plumb bobs, tapes, squares, and levels.
6. Mix cement using hose, cement-mixing equipment, and/or hand tools.
7. Cut and/or break bricks and concrete using hammers, powered abrasive saws, paving breakers, drills, and/or hand tools.
8. Construct mould expansion joints and edges using edging tools, jointers, and straightedge.

9. Operate equipment, such as forklift, dump truck, and flatbed.
10. Prepare estimates for materials and labour
11. Carry out repair and maintenance in all buildings of the Institute including the hostels and staff quarters
12. Any other works assigned from time to time.

## **PAINTER**

The Painter shall discharge the duties under directions of the Head of the department concerned, Estate Officer, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Apply protective and decorative coats of paint, varnish, lacquer, and/or other related materials to interior and exterior surfaces of buildings, furniture, equipment, and other structures.
2. Wash, scrape, sand, torch, and/or smoothen the interior and exteriors surfaces prior to painting, varnishing, lacquering and/or applying other related materials.
3. Clean equipment, paint mixing area, and work area.
4. Operate compressors, stripping machines, sandblaster, spray equipment, and other small power equipment.
5. Install, repair, and maintain drywall, wall texturing, and ceiling acoustic texturing.
6. Operate heavy lift equipment including scissors, and boom swing stage to heights of 80 feet.
7. Erect various types of scaffolding, staging, ladders, and plants to reach surfaces of work area for painters and others.
8. Apply paints, stains, surface preparatory materials, and undercoating materials to Materials Safety Data Sheets ensuring compliance with hazardous materials guidelines.
9. Determine appropriate colour for new or replacement applications through consultation with the concerned faculty/ department/ centre/ section.
10. Maintain existing paint surfaces through matching, tinting and touching of appropriate paint products.



11. Prepare and implement line striping layouts for streets, parking lots, and athletic fields according to the requirements of the Dept. of Physical Education.
12. Take care of safe handling and disposal of paints, stains and undercoating materials, and other hazardous materials.
13. Maintain of sign boards and name boards painting works
14. Write the identification and stock numbers to the furniture's works
15. Carry out repair and maintenance in all buildings of the institute including the hostels and staff quarters
16. Any other works assigned from time to time.

# TRANSPORT

#### **46. DRIVER**

The Driver shall discharge the duties under directions of the Head of the department concerned, Vehicle in-charge, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Driving of the vehicles; to keep the record of the petrol and record of mileage; to carry out minor repairs maintenance of the vehicles. To drive the light and heavy vehicles of the institute as per the duties allotted by the Vehicle in-charge from time to time. The Drivers will be responsible for the proper maintenance/safety and timely renewal of the insurance policy of the vehicle/s.
2. Driving of light and heavy vehicles.
3. Dusting/cleaning the seats and the vehicles as a whole and washing the vehicles periodically.
4. Carrying the bags and other items of officers and guests travelling in the vehicle.
5. He will be required to stay in the campus as and when the Staff Quarters will be allotted to him under the essential categories for performing the duties of Driver. In case he declines to stay in the staff quarters at any stage during his service due to whatever circumstances, he will not be entitled to House Rent Allowance and disciplinary proceedings will be initiated against him on ground of breach of contract.
6. He will also be required to perform duties before and after the office hours, shift duty in the night, Sunday and other holidays, as and when assigned by the competent authority keeping in view the exigency of the work.
7. He will be required to perform the duties of the MTS i.e. the movement of official dak like letters, office orders, notifications etc. within the Institute and outside the Institute, to clean tables/rack, chairs etc. and fetch drinking water etc. required by the staff; shifting furniture, books, study material, examination documents/files and other office equipment from one place to another, loading and unloading of such items from vehicles, carrying luggage/baggage of the office, to help keep files/office

record in a tidy conditions; to render assistances for all kinds of despatch work; to lock and open rooms etc. as and when assigned by the competent authority keeping in view the administrative requirements. While performing the duties of MTS, he should also come to the work place half-an-hour before the commencement of office hours and should leave the office after half-an-hour of the closure of the office or after all the officials leave the office.

8. The incumbent to the post may be transferred to any other section as per the discretion of the competent authority of the Institute.
9. Any other works assigned from time to time.

# OTHERS

#### **47. PUBLICATION OFFICER**

The Publication Officer shall discharge the duties under directions of the Head of the department concerned, Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Responsible for the production of Institute publications such as technical documents, reports of meetings, well before the deadline.
2. Edit Institute publications (both print and electronic forms) in English and the vernacular, improve the clarity, consistency and accuracy
3. Implement the overall production process in close liaison and in consultation with the authorities
4. Provide professional and technical advice to Institute programmes on format, length and content of publications.
5. Collect information, process, write/edit and produce the Annual Report, newsletters, calendar and magazine of the institute and the IQAC documents in electronic and print forms.
6. Collaborate with Institute Computer Centre and develop, maintain and update electronic online content (website and other electronic publications of the Institute)
7. Any other works assigned from time to time.

#### **48. STRUCTURAL DESIGN ENGINEER (RTC)**

The Structural Design Engineer shall discharge the duties under directions of the Head of the department concerned, Director, RTC; Dean, FROS; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Promote technology development in Structural/Civil Engineering
2. Develop of skills of Engineering students/Graduates/Engineers and sponsored candidates from GOs and NGOs
3. Assisting the research projects in the field of Structural Engineering/ Civil Engineering and to prepare the technical specifications relevant to the projects

4. Assisting the Centre/Department in the conduct of academic programmes, workshops, and training programme and be involved in the establishment of laboratory/equipments.
5. Handling of software/design to prepare structural design documents
6. Drafting of detailed technical documents related to structural design and detailing
7. Creating innovative design and models in the field of housing technologies and be involved in the dissemination as extension work of the centre/department
8. Undertake technology delivery and supervision of the work taken up by RTC or any unit of GRI including the works department
9. Any other works assigned from time to time.

**49. FARM SUPERINTENDENT**

The Farm Superintendent shall discharge the duties under directions of the Head of the department concerned, Dean, FA&AH; Registrar and Vice-Chancellor. He/She shall broadly perform the following duties:

1. He shall be responsible for maintenance and development of farm and orchard
2. He shall supervise the work of farm labourers and other persons working under him.
3. He is to assist FA & AH in running the programmes offered by the faculty.
4. Any other works assigned from time to time.

**50. INSTRUCTOR (Hindi)**

The Instructor in Hindi shall discharge the duties under directions of the Head of the department concerned, Dean, Faculty of Tamil and Indian Languages; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. The responsibilities of Instructor in Hindi are teaching, research and extension.

2. He/She shall carry out the duties of teaching Hindi and carry out any other teaching and student related activities of the Department of Hindi.
3. Any other works assigned from time to time.

#### **51. INSTRUCTOR (Khadi and Handloom Technology)**

##### **Spinning & Weaving**

The Instructor in Khadi and Handloom Technology (Spinning and Weaving) shall discharge the duties under directions of the Head of the department concerned, Dean, FRSS; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Teach the courses for the programmes offered by the department.
2. Guide the students of the Diploma in Textile Technology towards their project.
3. Arrange for field visits of the students to various spinning, knitting and garment factories.
4. Help the department in organizing VPP Programmes
5. Maintain spinning, knitting and garment laboratories, help in the purchase of equipments and accessories for the relevant laboratories of the department.
6. Any other works assigned from time to time.

#### **INSTRUCTOR (Khadi and Handloom Technology)**

##### **Wet Processing**

The Instructor in Khadi and Handloom Technology (Wet processing) shall discharge the duties under directions of the Head of the department concerned, Dean, FRSS; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Teach the courses for the programmes offered by the department
2. Develop resource material and curricula related to textile wet processing
3. Guide the students of the Diploma in Textile Technology towards their project



4. Arrange for field visits of the students to various spinning, knitting and garment factories.
5. Help the department in organizing VPP Programmes
6. Maintain spinning, knitting and garment laboratories; help in the purchase of equipments and accessories for the relevant laboratories of the department
7. Ensure that the process is in tune with the current practices in the industry
8. Acquire knowledge on the current trends in wet processing
9. Identify environment friendly processes
10. Undertake R & D work on industrial problems and projects related to textile wet processing.
11. Render technical assistance/consultation to the textile industry in the area of textile wet processing
12. Maintenance of stock registers related to wet processing.
13. Any other works assigned from time to time.

### **INSTRUCTOR (Khadi and Handloom Technology)**

#### **Garments and Knitting**

The Instructor in Khadi and Handloom Technology (Garments and Knitting) shall discharge the duties under directions of the Head of the department concerned, Dean, FRSS; Registrar and Vice-Chancellor. He/she shall broadly perform the following duties:

1. Teach the courses for the programmes offered by the department
2. Guide the students of the Diploma in Textile Technology towards their project.
3. Arrange for field visits of the students to various spinning, knitting and garment factories
4. Help the department in organizing VPP Programmes
5. Maintain spinning, knitting and garment laboratories, help in the purchase of equipments and accessories for the relevant laboratories of the department.
6. Learn the current practices in the industry and pass it on to the students

7. Take up and execute any other duties as assigned by the Head, Department of Rural Industries and Management.
8. Upgrade of knowledge and skills.
9. Undertake R & D work on industrial problems and projects related to textile wet processing.
10. Render Technical assistance/consultation to the textile industry in the area of textile designing and weaving through proper authorisation
11. Maintain of stock registers related to garment and knitting.
12. Any other works assigned from time to time.

## **52. SECURITY INSPECTOR (Sergeant)**

The Security Inspector shall discharge the duties under directions of the Head of the department concerned, Estate Officer, Registrar and the Vice-Chancellor. The Security Inspector (Sergeant) is the responsible for the Security Guards and should be available on all days of the week throughout the year.

1. He is to check the specified number of guards of the Security agencies on duty in all the three shifts and note down the same in the Duty Register at the commencement of every shift after conducting a parade of all the guards present.
2. He is to allot work in consultation with the Security Officer of the Security Agency and enter the same in the Duty Register. The same is to be authenticated by affixing signature promptly and noting down the date and time.
3. At the end of each day the Security Inspector (Sergeant) is to prepare a statement of daily duty and maintain a register for the same. At the end of every week Security Inspector (Sergeant) has to get the statement countersigned by the Estate Officer.
4. In case of any emergency, the Security Inspector (Sergeant) is to appear personally on the spot promptly and tackle the situation, seeking the aid of his higher officials when and where necessary.
5. In case of any theft/accident in the campus he is to report the same promptly to the Estate Officer.

6. In case of any irregularity in the movement of vehicles/goods through the campus the Security Inspector (Sergeant) is to immediately stop the movement and report to the Estate Officer.
7. The Security Inspector (Sergeant) is to wear the uniform (to be specified by the authorities) while on duty
8. On special occasions like VIP visits and convocation the Security Inspector (Sergeant) shall discharge his duties as required.
9. The Security Inspector is responsible for the overall administration of the security system of the institute
10. The Security Inspector should retain a record of any robbery, burglary or larceny committed or attempted against the institution;
11. The Security Inspector should control access to all buildings and properties of the institute
12. The Security Inspector should investigate all suspected criminal violations, suspicious incidents
13. The Security Inspector should retain a record of any crime committed or attempted against the institution
14. The Security Inspector should maintain records indicating the names and titles of law enforcement officers and hospitals in the radius of 20 km
15. The Security Inspector should handle the institution's interests in each attempted or completed crime and to complete an internal report for each offence.
16. The Security Inspector should establish and maintaining satisfactory liaison with law enforcement officers at all levels
17. Any other works assigned from time to time.