



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)
PSP AREA IV, DR. K.N. KATJU MARG, SECTOR 16, ROHINI, DELHI 110089**

Annexure-5

S.No.	Designation	Powers and Duties
1.	Chairman	<p>The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting.</p> <p>In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall, after considering, the opinion of the Principal of the college, take such action subject to these 'Rule' as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.</p>
2.	Treasurer	<ul style="list-style-type: none"> ➤ The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII(4)(1) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts. ➤ The Treasurer shall advise the Governing Body in regard to its financial policy. ➤ The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the College and shall be responsible for the presentation of the Annual Estimates and the Annual Statements of Accounts. ➤ The Chairman and the Treasurer acting jointly shall be authorised to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association. ➤ The Treasurer shall be the custodian of the funds and securities of the College. ➤ Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the College and to realise interest, dividend, bonds or profit due thereon. ➤ All suits and proceedings by or against the College affecting property, investment and other financial matters, shall be filed and defended in the name of the Treasurer. ➤ The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body. <p>As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (EC Resolution No.66 dated 27.04.1963),</p>
3.	Principal	<ul style="list-style-type: none"> ➤ The Principal being the Head of the College under the Act is the Chief Executive Officer of the College. ➤ The Principal shall realise and receive all grants or other money due to the College from the Central and State

		<p>Governments, and the University and other persons, bodies and authorities</p> <ul style="list-style-type: none"> ➤ The Principal shall not accept the membership of the Governing Body of any other College of the University of Delhi. ➤ The Principal shall, in addition to his duties as Principal be also required to undertake teaching work in the College or the University. ➤ The Principal shall be responsible for the organisation of teaching and co-curricular activities of the College. ➤ The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body. ➤ The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the Rules. ➤ The Principal shall sanction all types of leave, excepting Study Leave and leave without pay to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman. ➤ The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. will be taken by him without the prior approval of the Governing Body. ➤ Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students' Fund (ii) have powers to appoint Class-IV staff, and suspend and dismiss such staff and report the same to the Governing Body. ➤ The Principal will decide the policies regarding Examination (College), promotion and admission to the College after consultation with the Staff Council as constituted under Ordinance XVIII(6). ➤ The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose. ➤ The Principal, in order to keep the members of the Governing Body informed of the progress of statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads <p>As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (EC Resolution No.66 dated 27.04.1963),</p>
4.	Bursar	<p>The Governing Body on the recommendation of the Principal shall appoint a Domestic Bursar in accordance with the provision of Ordinance XVIII(4)(2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of</p>

		<p>the Treasurer, manage the domestic and internal finances of the College.</p> <p>The Bursar of the College shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the College.</p> <p>As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (EC Resolution No.66 dated 27.04.1963),</p>
5.	Associate Professor / Assistant Professor	To impart education, mentoring, counselling.
6.	Librarian	Overall in charge of library.
7.	Administrative Officer	To supervise administrative matters.
8.	Section Officer (Accounts)	To supervise Finance and Accounts.
9.	Senior Personal Assistant	To handle routine correspondence and assist the Principal in day-to-day activities.
10.	Senior Assistant	To maintain service and related records of teaching staff, to help in conduct of exams at various levels and do all related works.
11.	Professional Assistant	To up keep the library.
12.	Technical Assistant	To look after the maintenance of lab and help in conduct of practicals.
13.	Assistant	To maintain service and related records of Non-teaching Staff and other work as assigned.
14.	Semi Professional Assistant	To look after issuance and return of books.
15.	Jr. Assistant / Caretaker	To do typing and other jobs as assigned / to look after maintenance of electrical, stationary, water installation and supervision of normal building repairs.
16.	Driver	To drive the vehicle/vehicles.
17.	Gestener Operator	To do photocopier and duplicating works.
18.	Daftri	To do filing and assigned works.
19.	Lab. Attendant	To do dusting and other assigned works
20.	Library Attendant	To do dusting and other assigned works.
21.	Office Attendant	To do dusting and other assigned works.
22.	Mali	To do gardening work.
23.	Waterman	To do works as assigned.
24.	Safai Karamchari	To do cleaning work.