

the powers and duties of its officers and employees [Section4(b)(ii)]

DIRECTOR:

As per Memorandum of Association and Rules and Regulations of NITTTR, The Director of the Institute shall be appointed with prior approval of the Government of India for a term of five years or upto the date of his/ her Superannuation whichever is earlier. Extension of term of the Director may be granted by Government of India.

The approved Delegations of Powers of Director, NITTTR Chennai is given below:

The Director shall be the principal academic and executive officer of NITTTR, Chennai as well as shall act as Secretary of the NITTTR Society and shall be responsible for the proper administration of the Institute and for imparting instructions and maintenance of discipline therein.

The Director shall be responsible and authorized

- To maintain liaison with the Ministry of Education, Government of India, State Directorates of Technical Education, AICTE and other National Professional bodies
- To exercise such other powers and perform duties as may be assigned to him/her by the MoA or the Board of Governors, Ministry of Education, Government of India
- To execute all his/her responsibilities as per the guidelines of Ministry of Education, Government of India
- To submit annual reports and accounts to the FC and BoG
- To Administer the entire Operation, Administration, Management and Control of the Organization as per the guidelines of the MoE.
- To implement total quality system of the organization vested with the authority for its operation and maintenance
- To approve training and certificates. If there is any Financial Implication, it shall be put up to the FC and BoG
- To identify new projects in consultation with concerned HoD / HoC
- To develop new and ongoing institutional developmental projects
- To facilitate technical discussions and price negotiation related to various projects in consultation with the concerned HoD / HoC
- To execute all powers of the Appointing Authority for appointing persons in Group B and C, within the posts sanctioned by the competent authority and the same will be reported to the FC and BoG
- To mobilize complete finance related functions of the Organization as per the guidelines of the MoE
- To control entire purchasing matter of the Organization as per the guidelines of the MoE
- To approve
 - Indents, Contracts and purchase of stores (including, contracts and purchase of

stores, engagement of manpower and contingent expenditure)

- Maintenance, Repairs, Motor Vehicles
 - Printing and Binding
 - Condemnation of Motor Vehicles and Motorcycle, Equipment /PCs/Furniture etc. and other Movable and Immovable assets
 - Sanction of permanent advance upto Rs. 10 lakhs.
 - Grant of advance in connection with tours including LTC and leave salary
 - Sanction advances, re-imbursement of medical expenses for working employees
 - Transfer of Teaching and Non- Teaching Staff Members within the Head Quarter and Extension Centres of NITTTR Chennai for Administrative purpose and the same will be reported to the BOG for ratification.
 - Fixation of pay of employees of the Council on first appointment/ promotion/ reversion etc.
 - Grant or extending Casual Leave, Earned Leave, Half pay Leave, Commuted Leave, Extra-ordinary Leave, Maternity Leave and Medical Leave on production of Medical Certificate as per norms following the DoPT guidelines from time to time
 - Ordering officers/officials to return to duty before expiry of Leave
 - Sanction of tour programs of employees of the Institute
 - Sanctioning of advance/ withdrawal from General Provident Fund
 - Sanction of gratuity and family pension and other retirement benefits
 - Attestation of monetary transaction of cheques etc. in the cash book relating to general accounts, establishment accounts GPF accounts
 - Open a Bank Account with a Nationalized Bank and will be reported in the FC
 - Operate the Bank Accounts of the Institute
 - Passing the pay bills on claims for pay and allowances of staff of all categories. Medical bills, PF payments, tuition fees, TA Bills and various advances and contingent bills
 - Payment of arrears of pay and allowances on behalf of deceased employees
 - Sanction of reimbursement of tuition fee of children's employees of the Institute
 - To forward application of staff for employment in outside organizations and the same may be ratified/ approved in the BoG.
 - Issue of no objection certificate for various purposes
 - Engagement of Casual Labour for Miscellaneous work
 - Opening tenders/ quotations
 - Sanctioning of conveyance charges to staff of the Institute
 - Advertisements
 - Signing of Vakalatnama for purpose of litigation
- The Director shall have such other powers and perform such other duties as may be delegated or assigned to him/her by the Board.

Head of the Department / Centre (HOD) :

HOD shall be responsible and authorized (for their respective department / centre) for;

- promoting production of quality learning resources in the department / centre.
- monitoring the quality of work carried out by all persons
- identifying and recording quality problems
- initiating actions to prevent the occurrence of product / service non-conformity
- contributing effectively for accomplishing mandate of the institute
- the five-year plan for the department/centre in consultation with faculty / staff of department / centre
- managing the resource requirements of the department/centre
- identifying maintenance of all machines/equipment in the department / centre
- planning the yearly activities keeping in view the availability of faculty and other members of departments and resources
- performing administrative work both at departmental and institutional level as delegated by the Director
- maintaining the future growth of department / centre and encouraging the growth of individual faculty & staff member
- maintaining synergic relationship with other departments /centres/sections of the institute in fulfilling all responsibilities related to his designated position
- performing any other work assigned by the Director
- marketing of products / programmes / services of the department / centre
- undertaking consultancy / research projects in the relevant areas

PROFESSOR :

Professor shall be responsible and authorized for,

- providing leadership in both post-graduate and PhD / Doctorate level programmes and courses
- conducting research and providing guidance to students and faculty
- designing and introducing innovations and undertaking researches to sustain/foster innovations
- undertaking researches for analysis of technological trends and needs for curriculum development and developing resource materials
- action research based policy planning, monitoring and evaluation and promotional activities both at departmental and institutional levels
- designing systems, processes and new programmes based on Research Studies to enhance technical viability of client institutions
- providing Consultancy services
- undertaking continuing education activities based on scientific need analysis
- counselling trainees and interacting with them
- performing administrative work both at departmental and institutional levels as delegated by HOD / HOC / Director
- undertaking extension and liaison activities
- implementing models to enhance interaction with industry, community and society
- undertaking systems study and researches for consolidation and continual growth of technical institutions
- developing models for total quality management and transferring them into institutions with research provision to study continued effectiveness
- developing and testing models for strategy design
- any other work assigned by the Director

ASSOCIATE PROFESSOR:

Associate Professor shall be responsible and authorized for,

- designing, organizing and conducting programmes in the relevant field, especially in new, emerging, hi-tech and socially relevant areas
- conducting and guiding researches in the relevant field
- contributing to researches in relevant thrust area projects
- contributing and diffusing innovations in teaching, laboratory work and instructional materials, and undertaking researches to ascertain effectiveness of these
- leading educational and training consultancy projects and undertaking extension services
- undertaking Curriculum Development based on need survey
- developing resource materials of different types
- undertaking continuing education activities based on need analysis
- academic and administrative planning and development work at departmental level and assisting at institutional level
- counseling trainees
- enhancing interaction with industry and society
- performing any other work assigned by HOD / Director

ASSISTANT PROFESSOR:

- Assistant Professor shall be responsible and authorized for;
- undertaking classroom and laboratory instruction, Curriculum Development, Learning Resource Development and Laboratory Development, student assessment and evaluation Including Examination work, Co-curricular and Extra Curricular Activities, Guidance and Counseling, Continuing Education and Self Development
- undertake R & D activities, projects, consultancy and promotion of Industry Institute Interaction
- assist in design and development of new programmes, project proposals, administration of Institutional facilities, monitoring and evaluation of academic activities and mobilization of resources
- participate in extension activities like interacting with industry, community and society, entrepreneurship development and non-formal modes of training for the benefit of community
- perform any other work assigned by Head of Department/Director

Sr.LIBRARIAN:

The librarians shall be responsible and authorized for:

- providing library related services to faculty, staff, trainees and any authorized user.
- general administration of the resource centre.
- plan for developmental activities of the resource centre
- procure books, periodicals and other learning resources such as Multi- media packages, videotapes, and CDs etc. following proper procedure.
- automation of services.
- maintaining library facilities.
- planning for digital library.
- organize staff development courses for the library science faculty / professional at regional / national / international level.

Sr, ADMINISTRATIVE OFFICER:

Administrative Officer shall be responsible and authorized for;

- managing the administrative office
- advising the Director on all administrative matters
- dealing with court cases
- facilitate preparation of Annual Report
- arranging meetings of various committees and bodies including Board of Governors and societies etc
- implementing decisions of the higher authorities.
- dealing with administrative aspects of academic activities of the institute viz. admission, examination and correspondence with other agencies
- administration and supervision of security and care taking units
- introducing innovation in office practices
- any other work assigned by the Director
- ensuring correct administrative action within reasonable time frame
- assist the Director in recruitment of faculty / staff and contract employees as per the rules

PROGRAMMER:

- Develop system design for MIS and data processing related system for institute and client organizations.
- Develop programs and other software for system development and implementation
- Using contemporary and latest programming systems and techniques.
- Maintain application system and software programmes, databases etc.
- Develop corporate presentations, system and program documentation of various types.
- Assist system analyst in various IT related professional activities.
- Carryout software testing installation and user training.
- Assist in maintenance of Hardware systems.
- Develop multimedia courseware
- Guide student in Laboratory sessions.
- Configure and install software package to facilitate teaching and learning.
- Organize and supervise data entry activity.
- Lay down system operation procedure and norms and guide client staff in operation of application systems.
- Assist in specification development and other purchase activity of IT related systems and software.
- Any other work assigned by Director /HOD/Incharge.

RESEARCH ASSISTANT

- To assist in conduct of short term/ long term training programmes
- Preparation of research project reports
- To assist in the organization and conduct of workshops.
- Collection and maintenance of data for research projects.
- Assist in design, development and evaluation of Curriculum.

ACCOUNTS OFFICER:

Accounts Officer shall be responsible and authorized for;

- advising the Director on financial matters
- the correct accounting of all financial transactions
- framing of the budget estimates of the institute
- maintaining GPF accounts, CPF accounts and Pension etc. in the institute
- proper audit of the accounts of the institute
- drawing and disbursing of all financial transactions as per powers delegated to him by the Board of Governors
- performing the duties as are assigned to him from time to time by the Director
- account keeping and maintenance of appropriate records
- preparation of financial statement and audit reply

CAMERAMAN:

- responsible and authorized for entire shooting indoor/outdoor.
- Check the print in laboratory
- Carryout colour correction and certify technical quality.
- He is responsible for lightening and aesthetic quality.
- Carryout shooting indoor/outdoor.
- Lighting indoor/outdoor studio lighting
- Supervising shooting if carried out in house technician or outside cameraman.
- Studio layout and lighting.
- Check out technical quality of video signal.
- Technical alignment of video equipment gen. locking, timing and phasing.
- Ensure technical quality before any tape is sent for telecasting or client.