

ANNEXURE – I (ACADEMIC)

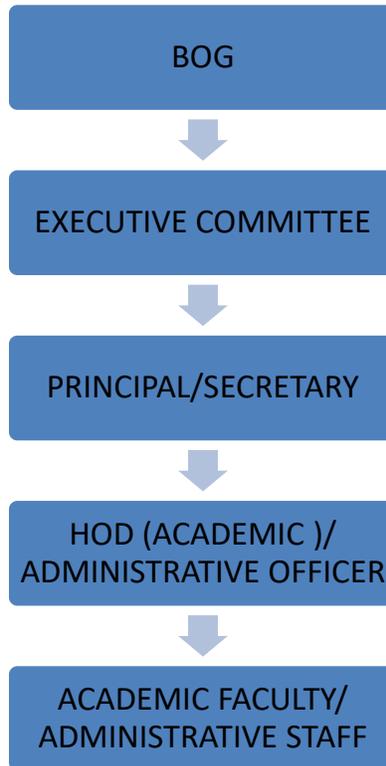
INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION, GUWAHATI POSTS, HIERARCHY, GOVERNANCE STRUCTURE AND DUTIES OF THE OFFICER/STAFF

Sr. No.	DESIGNATION	REPORTING TO	DUTIES
1.	PRINCIPAL	CHAIRMAN, BOG	ACADEMIC & ADMINISTRATIVE CONTROL & DEVELOPMENT; CALLING BOG MEETINGS AND EXECUTIVE COMMITTEE MEETINGS EXECUTING DECISIONS OF THE BOG AS SECRETARY DDO OF THE INSTITUTE
2.	H.O.D	PRINCIPAL	ACADEMIC ADMINISTRATION, TRAINING & DEVELOPMENT OF ACADEMIC STAFF
3.	SR. LECTURER	H.O.D	TEACHING, RESEARCH & OTHER ACADEMIC/EXTRA CURRICULAR ACTIVITIES
4.	LECTURER	H.O.D	TEACHING, RESEARCH & OTHER ACADEMIC/EXTRA CURRICULAR ACTIVITIES
5.	ASSTT. LECTURER	H.O.D	TEACHING, RESEARCH & OTHER ACADEMIC/EXTRA CURRICULAR ACTIVITIES

ANNEXURE – I (ADMINISTRATION)
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TECHNOLOGY & APPLIED NUTRITION, GUWAHATI
POSTS, HIERARCHY, GOVERNANCE STRUCTURE AND DUTIES
OF THE OFFICER/STAFF

Sr. No.	DESIGNATION	REPORTING TO	DUTIES
1.	ADMINISTRATIVE OFFICER	PRINCIPAL	ADMINISTRATIVE & FINANCIAL CONTROL.
2.	OFFICE SUPERINTENDENT	PRINCIPAL / ADMINISTRATIVE OFFICER	DEALING WITH ESTABLISHMENT, BUDGET, PURCHASE & ADMINISTRATIVE MATTERS
3.	ACCOUNTANT	PRINCIPAL / ADMINISTRATIVE OFFICER	DEALING WITH FINANCIAL & ACCOUNTS MATTERS
4.	P.A TO PRINCIPAL	PRINCIPAL / ADMINISTRATIVE OFFICER	SECRETARIAL WORK RELATED TO PRINCIPAL AND A.O, RECORD KEEPING FOR THE PRINCIPAL & AO.
5.	LIBRARIAN	PRINCIPAL / ADMINISTRATIVE OFFICER	LIBRARY ADMINISTRATION, MANAGEMENT & CONTROL.
6.	STOREKEEPER	PRINCIPAL / AO/ ACCOUNTANT & OS	CONTROL AND OPERATE THE INSTITUTE STORE AND KEEPING THE BOOKS OF RECORDS
7.	UDC	AO/OS/ACCOUNTANT	ESTABLISHMENT, CASH, STORES, STUDENTS MATTERS AS SPECIFIC JOB ALLOTTED TO THE INDIVIDUAL INCUMBENTS
8.	STENOGRAPHER	AO/OS/ACCOUNTANT	DICTATION, TYPING WORK AND OTHER CLERICAL WORK AS ASSIGNED FROM TIME TO TIME
9.	LDC	AO/OS/ACCOUNTANT	AS PER SPECIFIC CLERICAL WORK ASSIGNED FROM TIME TO TIME
10.	DRIVER CUM MECHANIC	PRINCIPAL/AO	TO DRIVE INSTITUTE VEHICLE FOR OFFICIAL USE AND CARRY OUT ROUTINE REPAIRS OF THE VEHICLE.
11.	ATTENDANT/LAB ATTENDANT	OS/FACULTY INCHARGE/ STOREKEEPER	TO PROVIDE ASSISTANCE TO THE FACULTY AND STORE FOR CONDUCTING THE PRACTICAL/THEORY CLASSES & UP KEEP THE SAME
12.	PEON/ RECORD KEEPER	AO/OS/ACCOUNTANT	TO ASSIST THE PRINCIPAL & OTHER ADMINISTRATIVE STAFF
13.	SAFAIWALA	AO/OS	THE CLEANLINESS OF THE INSTITUTE & SOURENDING

ANNEXURE – I (ADMINISTRATION)
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PROCESS FLOW & FINANCIAL MANAGEMENT



FINANCIAL MANAGEMENT:

AUTHORISED SIGNATORY:

THE CHAIRMAN BOG AND THE PRINCIPAL JOINTLY SIGN THE CHEQUE IF AMOUNT EXCEEDS TWO LACS INSTEAD OF PRINCIPAL/ SECRETARY AND ADMINISTRATIVE OFFICER EXCEPT STAFF SALARY, ARREARS, ELECTRICITY BILLS, EXAM FEES OF NCHMCT, NOIDA.