

ii) Power and Duties of Its Officers and Employees.

Designation	Powers and duties
Principal (Dr. S.S. Khadabadi)	Head of the institute Responsible for all the issues related to running and developing the institute.
Professor	Teaching, Research, Consultancy, Guidance to PG and Ph.D. students, Counseling, Preparing proposals, Major purchase, Assists in administration and Work assigned by higher authorities.
Assistant Professor	Teaching, Technical, Assistance in research and consultancy, Guidance to UG/PG students, Lab development, Administrative and other work assigned by higher authority.
Lecturer	Teaching, Testing work, Guidance to students, Co-ordinate students activity, Lab development, and Work assigned by higher authorities.
Office Superintendent	Supervises the day to day office work under the guidance of the principal, Co-ordinates student section activities and University related work.
Assistant Librarian	Responsible for all the work related to library, procurement and maintenance of books, journals, CD's and record keeping.
Store keeper	Looks after central stores, book keeping for central purchases.