

## Section 4(1)(b)(ii)

### POWERS & DUTIES OF OFFICERS AND EMPLOYEES:-

<b>Name</b>	Sh. Ravinder Singh
<b>Designation</b>	<b>Principal</b>
<b>Powers</b>	1.To administer the Institution 2.To take decision sin Administrative, Academic & Financialmatters.
<b>Duties</b>	1.All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out. 2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition. 3. Training Programmers are carried out according to schemes. 4. Raw materials are purchased in time and duly supplied. 5. Machine and equipment are properly maintained. 6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time. 7. Ensure that the foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes. 8. Proper discipline is maintained in the institute. 9. There is close relationship between the trainees and the instructional staff.
	10. Proper follow-up is maintained of the passed out trainees. 11. Proper security arrangements are maintained and safety precautions observed. 12. Trainees get the proper medical aid and welfare arrangements are available. 13. Proper facilities to the inspection staff of the State Directorate, DGE&T, and other authorized bodies are provided.

<b>Name</b>	<b>Smt. Beasa Thakur</b>
<b>Designation</b>	Head Craft Mistress
<b>Duties</b>	H.C.M ITI is responsible for the following:  1 Proper coordination is maintained in all the sections and the training programme is carried out efficiently by personal close check and inspections.  2 The tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards. 3 Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time. 4 Safety precautions are observed in the workshop. 5 Sections function strictly according to the time schedule laid down and proper discipline maintained.

	6 Any other work assigned by the higher authority.
<b>Designation</b>	<b>Instructor</b>
<b>Duties</b>	<p><b>Instructor</b></p> <p><b>The Instructors will be responsible for</b></p> <ol style="list-style-type: none"> <li>1 Taking of classes in theory and practice according to the prescribed syllabus and graded exercises.</li> <li>2 Maintenance of attendance register, progress cards, raw-material register, tool an equipment register, manufacturing register and other sectional records in accordance with instructions.</li> <li>3 Checking and correcting of theory notes, practical work and journals of trainees.</li> <li>4 Preparing charts, drawing and other visual aid material for the section.</li> <li>5 Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.</li> <li>6 Requisitioning of tools and raw materials required for the section.</li> <li>7 Ensuring close relationship with the trainees.</li> <li>8 Attending to leave application of trainees.</li> <li>9 Any other work assigned by the higher authority.</li> </ol>

<b>Designation</b>	<b>Junior Office Assistant/ Clerk</b>
Duties	Performs all the duties assigned by the head of the institute.