

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p><u>Director</u></p> <ul style="list-style-type: none"> ▪ The Director is responsible for the administration and management of the Institute under the direction and guidance of the Governing Body. ▪ The Director is the Principal Executive and Academic Officer of the Institute. ▪ He has the right to suggest to the Society through the Governing Body to adopt, amend, vary or rescind any rules and regulation if and when considered necessary. <p><u>Administrative Officer</u></p> <ul style="list-style-type: none"> ▪ The Administrative Officer is a whole time Officer of the Institute and shall not take any remunerative job other than that of the Institute. The Administrative Officer has the powers to authenticate records on behalf of the Director. ▪ The Administrative Officer is responsible for the due custody of all records of the Institute and bound to place before the Director all such information as may be necessary for the transaction of his business. ▪ The Administrative Officer has the administrative control over all Group `C' and `D' employees barring those who are directly associated with the Director/ Any other Officer as decided by the Director of the Institute. ▪ The Administrative officer has the powers to take disciplinary actions against such employees who are under his direct control with the prior approval of the Director. 	Fully met

The Administrative Officer also acts as a Secretary of the Committees, Faculty meetings and such other bodies constitute within the Institute.

- The Administrative Officer is responsible to execute the orders issued by the Director in connection with the academic, administrative and financial matters of the Institute.
- The Administrative Officer is responsible to point out as and when required, the powers delegated to the Director in various matters.
- The Administrative Officer is responsible to ensure that the property and the investment of the Institute are duly preserved and managed.
- All contracts are entered into and signed by the Administrative Officer and Finance Officer jointly on behalf of the Institute.
- The Administrative Officer perform such other duties as may be assigned to him by the Director from time to time.

Finance Officer

- The Finance Officer is whole time executive of the Institute and shall not take any remunerative job other than that of the Institute.
- The Finance Officer is responsible for preparing the budget (annual estimates) in consultation with the In-charge of the various cores/ units of the Institute and the statement of accounts of all the units of the Institute and also the drawing and disbursing Officer of the funds of the Institute on behalf of the Director.
- The Finance Officer is responsible: to ensure that no expenditure, not authorised in the budget, is incurred by the Institute; and to disallow any proposed expenditure which may contravene the provisions of the rules and regulations of the Institute; to ensure that no financial irregularities are committed and to take steps to set right all irregularities pointed out during the audit.
- The Finance Officer shall have access and may require the production of such records and documents of the Institute and furnishing such information pertaining to its affairs as in his opinion be necessary for the discharge of his duties.
- Other powers and functions of the Finance Officer shall be such as may be assigned by the Director from time to time.

	<p><u>Accounts Officer</u></p> <ul style="list-style-type: none"> ▪ The Accounts Officer is responsible for maintaining the accounts of the Institute and its units and directly responsible to the Finance Officer. ▪ The Accounts Officer is responsible for keeping the accounts of the Institute's employees provident funds/contributory funds/ LIC accounts <i>etc.</i>, upto date. ▪ The Accounts Officer shall also discharge other duties assigned to him by the Director from time to time. 	
	<p>(ii) Power and duties of other employees</p> <p>As per Office Order, Office Memorandum, Circular issued by the Director of the Institute time to time.</p>	Fully met
	<p>(iii) Rules/ orders under which powers and duty are derived</p> <p>As per the "RULES AND REGULATIONS" of GBPNIHESD</p>	Fully met
	<p>(iv) Exercised</p> <p>As per the "RULES AND REGULATIONS" of GBPNIHESD</p>	Fully met
	<p>(v) Work allocation</p> <p>As per Office Order, Office Memorandum, Circular issued by the Director of the Institute time to time.</p>	Fully met