

### **3. Powers and duties of Officers and Employees**

Director is the Principal Academic and Executive Officer of the Institute. The Director shall be responsible for the proper administration of the Institute and for the imparting of the instruction and maintenance of discipline therein. The Director has the power to incur expenditure in accordance with the procedure as may be laid by the Board/MHRD from time to time.

Deputy Director/ Deans and the Registrar assist the Director in academic and administrative work.

Registrar is the custodian of records, funds of Institute and assets of the Institute.

Other officers and staff of the Institute assume powers, responsibilities and duties as assigned to them from time to time by the Director.