

# **INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

**MUMBAI – 400088**

**Manual No. 2**

**The powers and duties of its officers and employees**

**[Section 4(1)(b)(ii)]**

**Right to Information Act 2005**

## **II. Powers and duties of other employees**

### **1. Powers and duties of Administrative Officer:**

- i)
- ii)

### **2. Powers and duties of System Manager:**

- i)
- ii)

### **3. Powers and duties of Library & Information Officer:**

- i)
- ii)

### **4. Powers and duties of Assistant Registrar (Academic):**

- i)
- ii)

### **5. Powers and duties of Assistant Registrar (Administration):**

- i)
- ii)

### **6. Powers and duties of Junior Accounts Officer:**

- i) During absence of Assistant Finance Officer Cheque and Bank letter signing.
- ii) Preparation of revised and budget estimates.
- iii) Checking of various pay bills – staff salary, research project staff salary, student's stipend bills, supplementary bills, arrears pay bills, extra work allowance pay bills, security guards salary, etc.
- iv) Checking of TA/DA claims – TA/DA claims in connection with meetings, seminars, workshops, research projects, foreign tours, retirement, interview, study tour, etc.
- v) Checking of field expenditure bill – Field expenditure in connection with Institute Research Projects, study tour, seminars, etc.
- vi) Pension – Checking of monthly pension statement, DR arrears, pension restoration, life certificate, etc.
- vii) Retirement benefits – Checking of calculation for retirement benefits – pension, gratuity, leave encashment, CPF/GPF, etc.
- viii) Attending to Auditors – Attending general audit queries for institute audit.
- ix) Advances claims – Checking various advances settlements.
- x) Annual Accounts – Preparation of annual financial statements – Trial Balance, Income & Expenditure Account, Balance Sheet, UC, etc.

- xi) Expenditure Statements – Preparation of monthly expenditure statements.
- xii) Approval of debit vouchers in PFMS.
- xiii) Checking of NPS monthly statement.
- xiv) Checking of GPF advances claim forms.
- xv) Checking of GPF/CPF annual statements.
- xvi) Checking of LTC claim settlements.
- xvii) Any other work assigned by Assistant Finance Officer.

## **7. Powers and duties of Section Officer:**

- i) Distribution of work among the staff as evenly as possible –
  - a) training, helping and advising the staff;
  - b) management and co-ordination of the work;
  - c) maintenance of order and discipline in the section;
  - d) maintenance of a list of residential of the Staff and Housing allotment rules.
- ii) Responsibilities relating to marking the office paper as per –
  - a) to go through the check the receipts and bills certify the bills ;
  - b) to keep a watch on any hold-up in the movement of dak; and
  - c) to scrutinize the dak and marking to the different section/officer.
- iii) Responsibilities relating to issue of draft –
  - a) to see that all corrections have been made in the draft before it is marked for issue;
  - b) to indicate whether a clean copy of the draft is necessary;
  - c) to indicate the number of spare copies required;
  - d) to check whether all enclosures are attached;
  - e) to indicate priority marking;
  - f) to indicate mode of despatch.
- iv) Responsibility of efficient and expeditious disposal of work and checks on delays –
  - a) to keep a note of important receipts with a view to watching the progress of action;
  - b) to undertake inspection of Assistants' table to ensure that no paper of file has been overlooked;
  - c) to ensure that cases are not held up at any stage;
  - d) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.
- v) Independent disposal of cases –
  - a) issuing reminders;
  - b) obtaining or supplying factual information of a non-classified nature;
  - c) any other action which a Section Officer is authorized to take independently.
- vi) Duties in respect of recording and indexing –
  - a) to approve the recording of files and their classification;
  - b) to review the recorded file before destruction;
  - c) to order and supervise periodic weeding of unwanted spare copies;
  - d) ensuring proper maintenance of registers required to be maintained in the section;

- e) ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- f) ensuring neatness and tidiness in the Institute, security monitoring, all type of Structural and electrical maintenance;
- g) ensuring strict compliance with Departmental Security Instructions.
- vii) In addition, such other duties as may be assigned to him by the Director / Registrar from time to time.

**8. Powers and duties of Assistant Library & Information Officer:**

- i)
- ii)

**9. Powers and duties of Senior Research Assistant:**

- i)
- ii)

**10. Powers and duties of Hindi Officer:**

- i)
- ii)

**11. Powers and duties of Data Processing Assistant Gr. B:**

- i) IIPS/Projects Data Distribution to Students/Faculties/Researchers by Email on request.
- ii) Coordination with AMC Engineers/Personals for Computer Maintenance and Networking.
- iii) Updating and Uploading IIPS Social Media sites.
- iv) Coordinating with IIPS website Updating and Uploading IIPS Notifications/Orders.
- v) Coordination with concern faculties for arranging Classes and Training in two Computer Labs.
- vi) Creating and updating IIPS email users Accounts.
- vii) Coordination with NIC/eOffice Personals to maintain eOffice application.
- viii) Coordination with UPS/Backups Service Technicians.
- ix) Coordination with AMC Engineers/Officials to Maintain Wi-Fi connections to IIPS Users.
- x) Coordination with different Agencies/Software/Hardware/Vendors/personals to maintain IIPS Computer Systems and ICT Unit.

**12. Powers and duties of Selection Grade Stenographer:**

- i)
- ii)

**13. Powers and duties of Hostel Manager:**

- i)
- ii)

#### **14. Powers and duties of Senior Library & Information Assistant:**

- i)
- ii)

#### **15. Powers and duties of Senior Research Assistant (Academic Section):**

- i) Daily e-mail communication with ([iipsphd.com@iipsphd.ac.in](mailto:iipsphd.com@iipsphd.ac.in)) Ph.D. students related to research paper publication in journals for waive of letters, research experience certificates, seminar conference participation, visa letters, etc.
- ii) Time table preparation of all the presentations of Ph.D. Programme, starting from proposal writing, concept note, proposal, synopsis and viva voce examination.
- iii) Conducting meeting of concept note for Ph.D. students to allocate advisory committee members, two members for each student. The meeting will be conducted frequently.
- iv) Prepare Survey Research Ethical Certificate (SREC) for the field work for the Ph.D. students in association with Ethical committee.
- v) Conducting proposal and synopsis presentation every three month.
- vi) Conducting presentation of Junior Fellowship to Senior Research Fellowship (JRF to SRF) twice in a year with external expert.
- vii) Meeting will be arranged to choose reviewers for the Ph.D. thesis evaluation, the members of the meeting will be all the Head of the Department and Director & Sr. Professor. The meeting will be conducted minimum four to five times in a year.
- viii) Issue office memorandum for received concept note, proposal and synopsis. After receiving it will be send for further process.
- ix) After receiving the revised synopsis, it will be send to two external examiners for the review.
- x) Regularly communicates with reviewers for getting the report, once the report is received and the same will be communicated with students.
- xi) After the reviewer's report, the student asked to submit the final thesis for viva examination.
- xii) Over all look after the fellowships for the Ph.D. students in a monthly basis and contingencies.
- xiii) Closely work with Ph.D. Coordinator for the Ph.D. students related work all the time.

#### **16. Powers and duties of Office Superintendent (Accounts & Finance):**

- i) Maintain details of Hostel Mess Deposit A/c and refund process of mess deposit.
- ii) Maintain Student Welfare A/c and processing the files regarding student welfare related issues.
- iii) Maintaining register for student contingency bills.

- iv) Maintaining all filing records.
- v) Any other work assigned by AFO/JAO from time to time.

#### **17. Powers and duties of Office Superintendent (Examination Cell):**

- i) Maintain the stock and arrange for printing of question papers, answer sheets etc.
- ii) Arrange notice regarding to schedule/postpone/cancel examinations, in part or in whole.
- iii) Ensure for the timely publication of results of examinations for all the semesters.
- iv) Conduct examinations for all regular courses and all other contingent matters connected with examinations.
- v) Circulating notices to the question paper and collection of the question paper prior to the commencement of examinations and circulation of invigilation duty.
- vi) Notifying the examination schedule to the students and stakeholder for the arrangement of examinations halls.
- vii) Ensuring the seating arrangement of the Students in the examinations hall.
- viii) Conveying the malpractice in the examinations reported by the Invigilator to the Controller of Examinations.
- ix) Arranging the meeting of the committee and place the report of the malpractice before the committee and drafting the minutes and implementation of the proceedings of the meeting.
- x) Making necessary arrangements for the safe custody of answer sheets collected after every examination.
- xi) Making all necessary arrangements for the evaluation of the answer sheets.
- xii) Receiving of assignment grades and examinations papers grades and data entry.
- xiii) Tabulation of data, generating the calculation sheet and analyzing of final grade sheet for the semester mark sheet for all the courses.
- xiv) Looking after the arrangement for smooth functioning of dissertation or term paper presentation, distribution of grade sheet, receiving, data entry and calculation of grades.
- xv) Conducting the semester viva voce for all regular courses and all associated tasks in respect of viva voce such as receiving grade sheet, data entry & calculation of grades.
- xvi) Communications at various levels, regarding tabulation grade/mark sheet distribution.
- xvii) Assisting AR-Acad. to prepare agenda of the meeting, communications to the members of the AC and BoSR, arranging issue notices to the Boards of Examiners and arranging online meetings for the external expert.
- xviii) Sending the Ph.D. synopsis to the external expert, after receiving the consent of the expert sending the Ph.D. thesis to the external expert for obtaining Ph.D. Evaluation Report.
- xix) Furnishing the reports received from the both examiners to the Students.

- xx) Receiving the Ph.D. viva voce application, put up note for the selection any one expert of 2, to conduct Ph.D. viva voce of the students.
- xxi) Drafting invitation to external expert and arrange online Ph.D. viva voce.
- xxii) Notifying the Ph.D. viva voce among students, faculty and external expert.
- xxiii) Getting viva voce certificate approval and drafting the Ph.D. Degree provisional certificate.
- xxiv) Putting up note for evaluation of Ph.D. thesis, conduct of Ph.D. viva voce.
- xxv) Maintaining the fees paid record of the Ph.D. scholars.
- xxvi) Putting up note for constitute of committee for JR Rele Award and Prof. P.N. Mari Bhat award, correspondence with committee member, arrangement of committee meeting and drafting minutes, putting up notes for the seating charges, etc.
- xxvii) After rectification of the result by the Academic Council, drafting the notice of eligible candidates for the award of the degree in the forthcoming convocation. Displaying the semester/ final semester results on the Institute's notice boards.
- xxviii) Put up note for printing of the diploma, degree (including distance) Ph.D. convocation degree certificate.
- xxix) Liaising with agency for the printing of the convocation degree certificate & medal certificate.
- xxx) Taking care to see that secrecy and confidentiality are kept in connection with all examinations related activity.
- xxxi) Assisting to Assistant Registrar – Acad/admission committee to conduct meetings, correspondence with external agency, replying the queries of the candidates, etc.
- xxxii) Exercise such other duties as assigned, from time to time, by the Assistant Registrar – Acad and Controller of Examination in respect of examination / academic administration.

#### **18. Powers and duties of Office Superintendent (Academic Section):**

- i) Looking for MA/MS.c, MBD, MPS & Ph.D Admission Files.
- ii) Preparing all courses P. File.
- iii) Preparing all Ph.D students concept note.
- iv) Preparing all Ph.D students concept note letters.
- v) Preparing all Ph.D students proposal presentation.
- vi) Preparing all Ph.D students Synopsis presentation.
- vii) Preparing all Ph.D Students UGC Canara Bank portal fellowship papers.
- viii) Preparing all Ph.D GOI-NET students fellowship every months.
- ix) Put up a note Ph.D students extension for every six months after approval.
- x) Preparing all Ph.D students extension letters.
- xi) Maintaining I-Card register for every courses.
- xii) Preparing JRF to SRF students letters.
- xiii) Checking all Ph.D students P.File.
- xiv) Maintaining all Ph.D students Leave record.

- xv) Maintaining all Ph.D students Synopsis record.
- xvi) Maintaining all Ph.D students day to day work.
- xvii) Maintaining all Ph.D students Update list.
- xviii) Preparing all Ph.D students Prior/Post of contingency grants.
- xix) Preparing all Ph.D Students statement of contingency grants claims.
- xx) Checking all course students google form.
- xxi) Maintaining all Ph.D students admission record in register.
- xxii) Maintaining all Ph.D students day to day filing papers works.

#### **19. Powers and duties of Accountant (Accounts & Finance):**

- i)
- ii)

#### **20. Powers and duties of Accountant (Accounts & Finance):**

- i) Maintenance of monthly salary bills for staff, security guard & project staff.
- ii) Preparation of Income Tax programme, monthly data entry & provisional statement, preparation of Form No. 16 to staff, pensioners and project staff and uploading e-TDS quarterly (1-4) yearly of staff & project staff, contractors and professionals, and correction of above files if mistake.
- iii) Preparation of programme & monthly data entry and preparing annual statement with interest & preparing NPS statement for every month. Distributing the slip for GPF after calculating interest at the year ending.
- iv) Calculation of D.A./Pay Arrears/Honorarium & preparation of pay bills.
- v) Calculating the retirement benefits of staff and preparing statement.
- vi) Keeping records of EOL/HPL/Honorarium of Faculty/Staff and entering the data against their name for calculating Tax, etc.
- vii) Preparing the statement of medical, deducting the recovery amount from particular staffs' salary.
- viii) To keep record of various types of advances and their interest, instalments, etc.
- ix) Calculation of TDS & GST deduction & payment.
- x) Calculating of Income Tax TDS.
- xi) New payroll software related works and preparation of Salary & Pension.
- xii) Statutory audit, Professional Tax, Income Tax, Form No. 16, GSP maintain by APS Associates.
- xiii) Assisting JAO for preparing Balance Sheet.
- xiv) Processing of NIDP/CPWD and other construction related bill payments.
- xv) Any other work assigned by Assistant Finance Officer.

#### **21. Powers and duties of Assistant (Academic Section / CDOE):**

Various types of work assigned by the Assistant Registrar (Academic) and HOD of Centre for Distance and Online Education from time to time as well as looking after the duties of:



- i) Daily communication with Distance Learner students by mail, maintaining records of each student.
- ii) Sending Mails to all batches distance learner students for examination
- iii) Conducting contact programme and making time table of Contact programs
- iv) Preparation of time table for Examinations
- v) Maintaining Proforma for Examination
- vi) Sending Mails to related faculty members for Question paper setting and Evaluation
- vii) Circulating notices for question paper prior to the commencement of examinations and circulation of invigilation duty.
- viii) Notifying the examination schedule to the students and stakeholder for the arrangement of Examination Hall.
- ix) Ensuring the seating arrangement of the students in the Examination Hall.
- x) Collection of Term paper topic from Students and making arrangement for presentation and also communication with guide and students.
- xi) Conducting the viva voce for receiving grade sheet, data entry & calculation of grades.
- xii) Making necessary arrangements for the safe custody of answer sheets collected after every examination.
- xiii) Making all necessary arrangements for the evaluation of the answer sheets.
- xiv) Receiving of assignment grades and examinations papers grades and data entry.
- xv) Communication at various levels regarding tabulation grade/mark sheet distribution.
- xvi) Preparation of Final Mark sheet, transcript and degree certificate.
- xvii) Preparation of Convocation
- xviii) Preparation of Final Mark sheet, transcript and degree certificate sent by post to the students.
- xix) New Admission Procedure with new ERP system in process.
- xx) Submission of record, extension and Salary of contract faculty and staff.

## **22. Powers and duties of Assistant (Estate Management Section):**

- i) Submission of all proposals for maintenance works through eOffice.
- ii) Submission of all details of requirement of material.
- iii) Checking all bills related to EM section and take all entries on stock register (EM Section Stock Book) and submitting the proposal for payment.
- iv) Checking the attendance of the contract labours, cleaning and sanitation i.e. housekeeping bills and preparation of monthly wages of all security staff.
- v) Stock entries of materials purchased in the stock register.
- vi) All typing works of the department.
- vii) Filing work and maintenance of all files with number and scanning and register, EM section Inward and Outward Register, update file index and page number.

- viii) Handing over and taking over of inventory of the staff quarters and prepare and maintain minutes of Housing Committee meeting.
- ix) Submitting the vehicle fuel bills, vehicle logbooks, and drivers OTA details and all drivers duty records and inform to Driver and their availability.
- x) Put-up all physical arrangements/requirements during Institute programmes.
- xi) Provide information regarding RTI.
- xii) Forwarding all official email as per requirement.
- xiii) Updating and maintain Stock Book of EM section.
- xiv) Updating all formats and forms related to EM section.
- xv) Handing over of the cheques pertaining to bills to the concerned departments.
- xvi) Any other work assigned by the Registrar/Section Officer as and when required.

### **23. Powers and duties of Assistant (Academic Support Cell):**

- i)
- ii)

### **24. Powers and duties of Assistant (Examination Cell):**

- i) Issue the transcript, migration certificate and verification of degree certificate of all courses as per requirement of the students.
- ii) Issue the circular, notice regarding question paper, invigilation duties, time table, regular examination.
- iii) Maintain the register of Assignment grade, receipt of question paper of all the courses.
- iv) Students admission record updated in respective registers of MA/MSc & MPS.
- v) Keeping track received question paper of all courses from respective faculties.
- vi) Typing the question papers and preparing sets of question papers of all the courses.
- vii) Checking the grades after evaluation of answer sheets.
- viii) Collecting assignment grade sheet from respective faculty and mailing reminders to the faculty to submit the grades of assignment.
- ix) Any other work as assigned by the Assistant Registrar (Acad.), Controller of Examinations and O.S. (Exam. Cell).

### **25. Powers and duties of Assistant (Establishment Section):**

- i)
- ii)

### **26. Powers and duties of Assistant (Accounts & Finance):**

- i) Keeping records of Life Certificate.
- ii) Children Education Fees.

- iii) Process of Pension (monthly basis).
- iv) Contingency bills of Ph.D students.
- v) Secretarial work of Accounts Section.
- vi) Regular office work.

**27. Powers and duties of Artist-cum-Photographer:**

- i)
- ii)

**28. Powers and duties of Supervisor (Technical):**

- i)
- ii)

**29. Powers and duties of Hostel Housekeeper:**

- i)
- ii)

**30. Powers and duties of Stenographer Grade II (Establishment Section):**

- i)
- ii)

**31. Powers and duties of Data Entry Operator Gr. B (ICT Unit):**

- i) Managing Institute's email IDs.
- ii) Managing Grammarly accounts.
- iii) Dissemination of large scale survey data.
- iv) Managing Institute's Social Media accounts (Facebook / Instagram / Twitter / LinkedIn).
- v) Monitoring of IT-helpdesk calls.
- vi) Monitoring of eOffice helpdesk calls.
- vii) Updating and Maintaining Institute's Website.
- viii) Monitoring attendance of out-sourced staff (NICS I & AMC).
- ix) Preparing Monthly Performance Report of out-sourced staff (NICS I & FMS Engineers).
- x) Processing quarterly bill of AMC for payment.
- xi) Processing extension of contract of NICS I Staff. Inviting Proforma Invoice, putting up for Director's approval and releasing of payment, issuing Project Execution Form, requesting for work order.
- xii) Putting up notes in regard with internet services (NKN and RailTel).
- xiii) Putting up notes in regard with NICS I email services (iipsindia.ac.in).
- xiv) Putting up notes for purchase of various IT equipments.
- xv) Comparing and vetting for purchase of various IT products.
- xvi) Assisting System Manager in supervising contractual staff (IT & eOffice).
- xvii) Assisting System Manager in routine administrative works.
- xviii) Any other work as assigned by the System Manager/In-charge ICT Unit.

### **32. Powers and duties of Data Entry Operator Gr. B (Accounts & Finance):**

- i)
- ii)

### **33. Powers and duties of UDC-cum-Cashier:**

- i) Cashier related duties like cash related entries taken in accounting software, entries taken in PFMS portal and entries written in cash book manually, visiting to bank for cash withdrawal and deposit.
- ii) The unutilized government grant has been invested in the bank for a short period. Also, invested the various fund in the banks, and maintaining the records of the same in the investment register.
- iii) Maintain the record of library deposit, taken the entries in accounting software and written in register manually.
- iv) Maintain the record of advance payment in accounting software and written in register manually.
- v) Every month, a statement of new pension scheme is prepared, uploaded to the website and generate challan for the payment. All the works in respect of the new pension scheme.
- vi) Student fee related work like student fee report uploaded by SBI portal & entries taken in tally. Online student's fees received are reconciled with the bank statement.
- vii) Prepared the reconciliation statement of all Bank Accounts in Tally and manually.
- viii) Prepare the statement of Depreciation on Fixed Assets.
- ix) Prepare and submit online monthly return of Profession Tax. Prepare the accrued interest statement of Investment.
- x) Maintain the FCRA related work like making entries in Tally and reconciliation of account, etc.
- xi) Income Tax related works as per given by Assistant Finance Officer.
- xii) Monthly reconciliation of all Accounts with LDC and making Receipts entries in Tally.
- xiii) Checking of TA/DA, LIC, Medical, etc. Forwarding of LTC settlement.
- xiv) Checking & verifying Vendor bills payments (third parties).
- xv) Monitoring of PSC Accounts.
- xvi) Handle all bill payment related enquiries.
- xvii) Preparing monthly Ledger scrutiny – Certify by JAO.

### **34. Powers and duties of Upper Division Clerk (Academic Section) (PPK):**

- i) Admission Related work - Students of all courses.
- ii) Preparation of 75% attendance statement for examination of Master's programme's students.
- iii) Data preparation work of student's information of MA/MSc, MBD, MPS courses for NAD & NAAC committee.
- iv) Update fees, leave and other record of Master's programme's students.
- v) Checking & preparation of Certificate of Master's programme Students.
- vi) To maintain personal files of MA/MSc, MBD and MPS Students.
- vii) Preparation of fellowship of MA/MSc, MBD and MPS Students.

- viii) Statement for the Refund of admission cancellation and repeat fees.
- ix) Update category wise register of students for all courses.
- x) Students admission record updated in respective registers of MBD.
- xi) Data preparation work of MA/MSc, MBD, MPS courses for ERP system.
- xii) Convocation related work.
- xiii) Any other work as assigned by the Assistant Registrar (Academic).

**35. Powers and duties of Upper Division Clerk (Registrar's Office):**

- i)
- ii)

**36. Powers and duties of Upper Division Clerk (Academic Section) (SDS):**

- i) Admission related work of MA/MSc, MBD and MPS Course:
  - a) Tying and printing of admission order, bond, joining report etc.
  - b) Printing and sorting of online forms, applications and related work.
  - c) Checking certificate.
  - d) Students record of ID Card, enrollment No., mobile no. etc.
  - e) Prepare google form to received application for elective subjects, dissertation, term topic etc.
- ii) Coordination and communication with coordinators and students.
- iii) Coordination and support for Publication Cell, Placement Cell & Academic support cell.
- iv) Maintenance of registers and files of related courses.
- v) Prepared record of fees, absentee, leave & fellowship.
- vi) Prepared and provided information of NAAC & NAD purpose.
- vii) To assist the exam cell for typing of transcripts and TC cum migration.
- viii) Prepared No Dues Form for degree awarded students of MA/MSc, MBD & MPS.
- ix) Statement for the Refund of admission cancellation fees etc.
- x) Prepared statement of Dissertation / term paper topic submitted by students.
- xi) Edit data in IIPS ERP system.
- xii) Convocation related work.
- xiii) Prepare draft information for AISHE portal.

**37. Powers and duties of Upper Division Clerk (Director's Office):**

- i)
- ii)

**38. Powers and duties of Upper Division Clerk (Establishment Section):**

- i)
- ii)

**39. Powers and duties of Upper Division Clerk (Stores Section):**

- i)
- ii)

**40. Powers and duties of Stenographer Grade III (Director's Office):**

- i)
- ii)

**41. Powers and duties of Stenographer Grade III (Establishment Section):**

- i)
- ii)

**42. Powers and duties of Stenographer Grade III (Registrar's Office):**

- i)
- ii)

**43. Powers and duties of Caretaker (Estate Management Section) (GBS):**

- i)
- ii)

**44. Powers and duties of Caretaker (Estate Management Section) (MGS):**

- i) Record every incident that occurs in the Institute buildings and Institute quarters, e.g. lift breakdown, security issue, CC TV camera, power failure, water seepage, tree cutting, plumbing, alarm ringing, and all minor issues notify to responsible concern staff for follow-up and action.
- ii) Submission of all details of requirement of materials as per the requirements. Putting up bills for approval as per requirements.
- iii) Allotting the maintenance works to the contract labours (House Keeping services).
- iv) Certifying all House Keeping i.e. cleaning and sanitization works. Submitting the proposal for payment. As per requirements supervising all cleaning and sanitization works on the Institute.
- v) Checking the attendance of the contract labours and all security staff.
- vi) Entering the materials purchased in the stock register.
- vii) Filing work and maintenance of files.
- viii) Handing over and taking over of inventory of the staff quarters.
- ix) All physical arrangements during classes in class rooms, during all training, all meetings and programmes.
- x) Handing over of the cheques pertaining to bills, letters and orders to the concerned departments and coordinates with concerned departments.
- xi) Update and maintain Stock Book of EM section.
- xii) Any other work assigned by the Registrar/Section Officer as and when required.

**45. Powers and duties of Driver-cum-Mechanic (Estate Management Section):**

- i)
- ii)

**46. Powers and duties of Telephone Operator (Establishment Section):**

- i)
- ii)

**47. Powers and duties of Library Clerk:**

- i)
- ii)

**48. Powers and duties of Library Clerk:**

- i)
- ii)

**49. Powers and duties of Library Clerk:**

- i)
- ii)

**50. Powers and duties of Cook Grade-I:**

- i)
- ii)

**51. Powers and duties of Lower Division Clerk (Hindi Cell):**

- i)
- ii)

**52. Powers and duties of Lower Division Clerk (Accounts & Finance):**

- i) Preparing & maintaining accounting entries in Tally software.
- ii) Monthly Bank reconciliation of all Accounts with UDC-cum-Cashier & making necessary entries in Tally.
- iii) Making payment of all types of bills, students fellowship and contingency, salaries, pensions, etc. through PFMS software.
- iv) Preparing monthly TDS/PT/IT challan.
- v) Any other work as assigned by Assistant Finance Officer.

**53. Powers and duties of Machine Operator (Hostel):**

- i)
- ii)

**54. Powers and duties of Driver (Estate Management Section):**

- i)
- ii)

**55. Powers and duties of Driver (Estate Management Section):**

- i)
- ii)

**56. Powers and duties of Xerox Operator (Estate Management Section):**

- i)
- ii)

**57. Powers and duties of Gestetner Operator (Library):**

- i)
- ii)

**58. Powers and duties of Multi Tasking Staff (Hostel):**

- i)
- ii)

**59. Powers and duties of Multi Tasking Staff (Estate Management Section)**  
(RDS):

- i)
- ii)

**60. Powers and duties of Multi Tasking Staff (Hostel):**

- i)
- ii)

**61. Powers and duties of Multi Tasking Staff (Library) (ANG):**

- i)
- ii)

**62. Powers and duties of Multi Tasking Staff (Registrar's Office):**

- i)
- ii)

**63. Powers and duties of MTS-Medical Assistant (Establishment Section):**

- i)
- ii)



**64. Powers and duties of Multi Tasking Staff (Estate Management Section)**

(ASP):

- i)
- ii)

**65. Powers and duties of Multi Tasking Staff (Library) (RSP):**

- i)
- ii)

**66. Powers and duties of Multi Tasking Staff (Library) (STG):**

- i)
- ii)

**67. Powers and duties of Multi Tasking Staff (Estate Management Section)**

(SOW):

- i)
- ii)

**68. Powers and duties of Multi Tasking Staff (Academic Section):**

(A) Academic Section:

- i) National Assessment and Accreditation Council (NAAC) - Assisted NAAC Officials and provided hospitality services during their visit to IIPS from 2nd - 4th Feb 2022.
- ii) *Internal Quality Assurance Cell* (IQAC) - Collected data (physical records) from faculties/committees during NAAC, Creating and naming files.
- iii) Conducted Stock verification (Academic Section) for the year 2020-21 and 2021-22.
- iv) Assisted in the work related to the Academic Council, Board of Studies and Research (BoSR), Convocation, and preparation for conducting exams.
- v) Printing and sealing answer sheets for evaluation of MA/MSc, MPS, MBD, and other courses during the COVID-19 period.
- vi) Issuing of Experience Certificates, Bonafide Certificates, Transfer Certificates, Migration
- vii) certificates, Degrees, and Transcripts.
- viii) Created Master data for Pre-PhD and Ph.D. students.
- ix) Managing fee submission records of Ph.D. students who have submitted their thesis.
- x) Maintaining of Inward Register, records including Transfer Certificates, Migration certificates, Degree, Transcript, and other orders.

(B) Handling of UGC Portal:

- xi) Linking of students' account details with the (CANARA BANK) UGC portal for approval of scholarship.
- xii) Approval of Scholarship, HRA, and Contingency of JRF, MANF, NFSC, and NFOBC from the Maker and checker Id of (CANARA BANK) UGC portal.
- xiii) Filing grievances with UGC, as well as Canara Bank, related to fellowship issues.
- xiv) Initiating Exceptional Report with UGC in case, if the scholar's fellowship is pending with UGC for more than 12 months.
- xv) Transfer of UGC fellowship from IIPS to other institutes and vice versa.
- xvi) Monitoring the monthly fellowship reports of individuals (Ph.D. scholars).
- xvii) Upgradation of PhD fellows from JRF to SRF by uploading their upgradation certificate on the UGC portal.
- xviii) Uploading of Continuation certificates and MPhil to PHD upgradation certificates on the UGC portal.
- xix) Discontinuation of payment (fellowship) in case the Ph.D. fellows quits the Ph.D. programm.
- xx) HRA modification in case of students who are upgraded to SRF.
- xxi) Seeding of students' data on UGC portal (Ph.D).

(C) International Relation Cell (IRC) Official Email ID:

- xxii) Mailing admission flyers/bulletins to Foreign Universities
- xxiii) Replying to the queries from the Foreign Students.

(D) Admission Official Email ID:

- xxiv) Mailing admission flyers/bulletins and brochures to more than 1500 universities and colleges for promotion of IIPS and its courses to attract.
- xxv) More students to get admitted into IIPS.
- xxvi) Replying to admission related queries.

(E) Examination Cell Official Email ID:

- xxvii) Booking seminar halls and other classrooms for various meetings and giving confirmation for the same.
- xxviii) Mailing soft copies of TC/ Migration/ Degree/ Transcripts to students.

(F) Examination Cell:

- xxix) Performed invigilation duties during semester exams.
- xxx) Assisted seniors in entering and verifying marks and grades of students for preparing the result and grade sheets of the students.
- xxxi) Scanning the barcodes of more than 500 mark sheets and verifying the data with academic records manually.

(G) E-Office:

- xxxii) Requisition of stationery items for academics and exam section through E-Office.
- xxxiii) Initiating approval through E-office for disbursement of bills (tea /coffee, snacks, and lunch) for various meetings (Academic Council, BoSR, Viva-Voce, Presentation, etc.)

**69. Powers and duties of Multi Tasking Staff (Stores Section) (SS):**

- i)
- ii)

**70. Powers and duties of Multi Tasking Staff (Director's Office):**

- i)
- ii)

**71. Powers and duties of Multi Tasking Staff (Accounts & Finance):**

- i) GS LI & LIC monthly payments.
- ii) Student's monthly fellowship work of all courses.
- iii) Banking related works.
- iv) Maintaining records of Ashoka Travels.
- v) Daily routine work of MTS in Accounts Section.

**72. Powers and duties of Multi Tasking Staff (Stores Section) (AK):**

- i)
- ii)

**73. Powers and duties of Multi Tasking Staff (Establishment Section):**

- i)
- ii)

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