

7.1 Duties and Responsibilities of Administrative Officer

1. He has to coordinate all the activities of the college in consultation with Principal/Director
2. All the non-teaching staff of Administrative Office is under his control
3. He should allot the duties to all the Administrative staff in consultation with the Principal/Director and monitor their day to day work
4. He has to monitor and update list of employees and their personal files (both teaching and non-teaching)
5. Should sanction the leaves and vacation for administrative and ministerial staff
6. Monitoring the leave records of the staff
7. He should interact with the parents, students and solve their administrative problems.
8. He has to make the rounds of the entire college at least once in a day and monitor cleanliness, general maintenance and repairs
9. He should take care of the assets of the Institute. He should see that the assets are properly safe guarded.
10. He shall dispose of routine correspondence not involving policy matters.
11. He should sign the cash books and all subsidiary records relating to them.
12. He should monitor the attendance of all the employees through biometry at the end of the month and ensure payment of salaries to the employees on time.
13. Should recover any loans and advances from staff members.
14. Monitoring the issue of stationery and maintenance of concerned records.
15. He shall be the custodian of the original certificates of all staff members.
16. He shall plan and procure the requirements for the college and departments in consultation with department heads and Principal/Director.
17. Shall monitor the payment of all bills like electricity, water, telephone etc and also monitor PF, ESI,PTand other mandatory payments as guided by the Principal/Director
18. He shall supervise the issue of certificates to students like bonafide, T.C, bus passes etc
19. Supervise and monitor the student admissions in all categories
20. Obtaining the approvals of the student admissions from Convener of admissions/TSCHE/Osmania University.
21. Shall Monitor the general correspondence with University and other regulatory authorities
22. Shall Monitor the submission of required information to AICTE every year
23. Shall monitor the information to be submitted to AFRC
24. Shall maintain the Service registers for all the employees