

होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान,
INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION, GURDASPUR

POST HIERARCHY/ORGANISATION CHART/FUNCTIONS/POWERS & DUTIES OF THE OFFICERS/STAFF & OTHER EMPLOYEES

A. ACADEMICS

S. No.	Designation	Reporting To/Channel of Supervision	Functions/Powers & Duties/Work Allocation
1.	Principal	B.O.G.& Administrative Deptt.	Academic & Administration
2.	Department Incharges/ HODs	Principal	Academic Administration, Training & Development of Academic Staff, Teaching, Research & Other Academic /Extra Curricular Activities
3.	Sr.Lecturer	Principal/HODs	Academic Administration, Training & Development of Academic Staff, Teaching, Research & Other Academic /Extra Curricular Activities
4.	Lecturer	Principal/HODs	Teaching , Research & other Academic /Extra Curricular Activities
5.	Asstt..Lecturer	Principal/HODs	Teaching, Research & other Academic/Extra Curricular Activities

B. ADMINISTRATIVE

S. No.	Designation	Reporting To/Channel of Supervision	Functions/Powers & Duties/Work Allocation
1.	Principal	B.O.G. & Administrative Ministry	Executive Administrative & Finance Control
2.	Administrative Officer	Principal	Overall supervision of Administrative functions and planning. Dealing with establishment & Administrative Matter, Dealing with Finance & Account Matter
3.	Office Superintendent	Administrative Officer	Dealing with establishment Matters & other Tenders/ AMCs/ Purchase & other administrative matters etc.
4.	Accountant	Administrative Officer	Dealing with Finance & Accounts Matters
5.	P.A.	Principal	Secretarial work related to Principal, Record Keeping for Record Keeping with the Principal
6.	Maintenance Foreman cum Care Taker	Principal/Office Superintendent	Planning ,Repair, Up-Keep & Maintenance Of Equipment Building Furniture etc.
7.	Librarian	HOD	Develop and operative Library
8.	UDCs (Cash/Stores/ Establishment)	Accountant/ Office Superintendent	Cash, Fees, matter related to Establishment, Examination & Students matter. Maintenance of store, assistance in procurement, planning etc.
9.	L.D.Cs (Cash/Stores/ Establishment)	Accountant/ Office Superintendent	Specific work Allocation to assist the Section In-charges.
10.	Driver	Office Superintendent	Driving and Maintenance of Vehicles
11.	Lab Attendant	Faculty Incharge	Maintaining & Operating the Labs for practical's

Note: PRINCIPAL BEING THE ACADEMIC & ADMINISTRATIVE HEAD OF INSTITUTE MAY DELEGATE ANY RELATED WORK TO ANY OF THE OFFICER /STAFF