

ANNEXURE ❖ I

INSTITUTE OF HOTEL MANAGEMENT, GURDASPUR

POST HIERARCHY AND DUTIES OF THE OFFICER/STAFF OF THE OFFICER/STAFF

A. ACADEMIC

S. No.	Designation	Reporting To	Duties
1.	Principal	B.O.G. & Administrative Deptt.	Academic & Administration
2.	Departmental Incharge/Sr. Lecturer	Principal	Academic Administration, Training & Development of Academic Staff, Teaching, Research & Other Academic/Extra Curricular Activities
3.	Lecturer	Principal	Teaching, Research & other Academic/Extra Curricular Activities

B. Administrative

S. No.	Designation	Reporting To	Duties
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, Dealing with Finance & Accounts Matter
3.	Stenographer	Principal/Accountant-cum-Office Superintendent	Secretarial work related to Principal, Record Keeping for Record Keeping with the Principal
4.	Maintenance	Principal/Accountant-	Planning, Repair, Up-Keep & Maintenance

	Foreman	cum-Office Superintendent	of Equipment Building Furniture etc.
5.	Librarian	Accountant-cum- Office Superintendent	Develop and operative Library
6.	Cashier	Accountant-cum- Office Superintendent	Cash, Fees, Establishment, Examination & Students matter
7.	Store Keeper	Accountant-cum- Office Superintendent	Maintenance of Store
8.	L.D.C.	Accountant-cum- Office Superintendent	Specific work Allocation
9.	Driver	Accountant-cum- Office Superintendent	Driver and Maintenance Vehicle
10.	Lab Attendant	Faculty Incharge	Maintain & Operate Lab
11.	Class IV	Accountant-cum- Office Superintendent	Cleaning, Up-Keep, Maintenance of Area

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