

## **MANUAL – 2**

### **POWERS AND DUTIES OF OFFICERS AND STAFF**

#### **FUNCTIONS AND POWERS**

##### **Director General**

Director General is appointed by the Government of India as provided in the memorandum of Association of the Society of ni-msme.

##### **Functions and powers of the Director General**

The Director General shall prescribe on behalf of the Governing Council the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary in accordance with the rules.

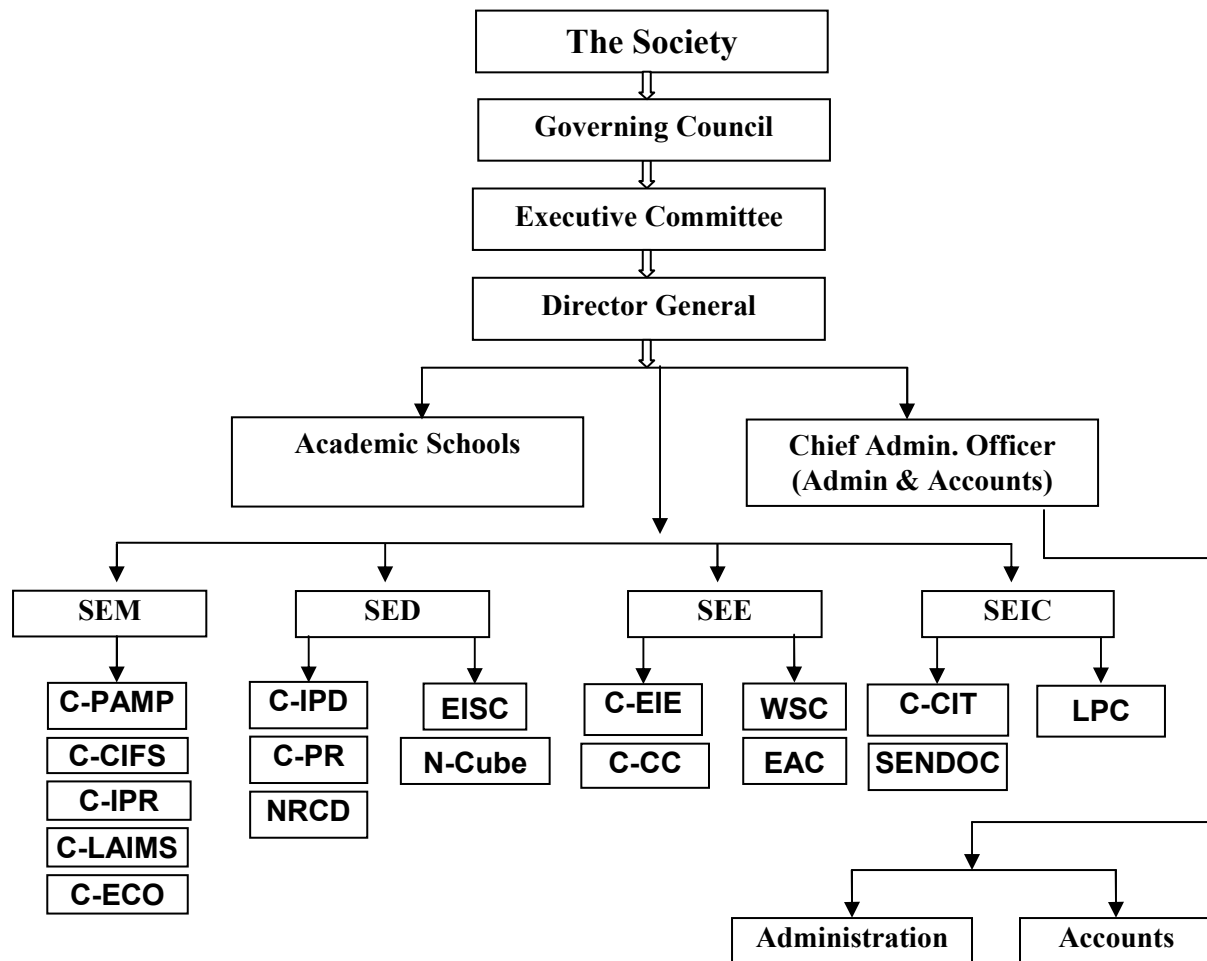
It shall be the duty of the Director General to coordinate and exercise general supervision over all the activities of the Society.

The Director General shall be responsible for the day-to-day management of the affairs of the Society and shall exercise his powers under the direction, superintendence and control of the Chairman of the Executive Committee/Governing Council.

##### **Functions and powers of the Secretary (Chief Administrative Officer)**

The Secretary (Chief Administrative Officer) is designated as Head of Office as well as Drawing and Disbursing Officer for the Institute and delegated with powers of all administrative matters, excepting the disciplinary matters, relating to all the Group-B, C and D employees. He is also delegated with financial powers for according financial sanctions of not more than Rs.10,000/- in each case for meeting various expenses and maintenance of the office.

➤ Organisational Structure



➤ **School of Enterprise Development (SED)**

**Centres:**

- ❖ Centre for Industrial Planning and Development (C-IPD)
- ❖ Centre for Policy Research (C-PR)
- ❖ National Resource Centre for MSME Cluster Development (NRCD)

**Cells:**

- ❖ **ni-msme** NGO Network (N-CUBE)
- ❖ Economic Investigation and Statistical (EISC)

➤ **School of Enterprise Management (SEM)**

**Centres:**

- ❖ Centre for Promotion of Advanced Management Practices (C-PAMP)
- ❖ Centre for Intellectual Property Rights (C-IPR)
- ❖ Centre for Logistics and Integrated Materials Systems (C-LAIMS)
- ❖ Centre for Environmental Concerns (C-Eco)
- ❖ Centre for Industrial Credit and Financial Services (C-ICFS)

➤ **School of Entrepreneurship and Extension (SEE)**

**Centres:**

- ❖ Centre for Entrepreneurship and Industrial Extension (C-EIE)
- ❖ Centre for Consultancy and Counselling (C-CC)

**Cells:**

- ❖ Employee Assistance Cell (EAC)
- ❖ Women Studies Cell (WSE)

➤ **School of Enterprise Information and Communication (SEIC)**

**Centres:**

- ❖ Centre for Communication and Information Technology (C-CIT)
- ❖ Small Enterprises National Documentation Centre (SENDOC)

**Cell:**

- ❖ Live Projects Cell (LPC)

**Directors - Functions and powers**

As head of the respective School consisting of centres and cells, the functions and powers of Director are programming and planning of the activities, negotiating and designing research and consultancy projects, supervision and control for successful execution of all the activities to the satisfaction of the clientele. Supervising, guiding the faculty in organizing the activities. He is also responsible in preparing the estimates of income and expenditure for each activity and

control of expenses thereof to maximum extent while maintaining the qualitative and satisfactory services to the clientele.

### **Faculty and Centre/Cell-Heads - Functions and powers**

The functions and powers of the Faculty and Centre/Cell-Heads are programming and planning of the activities, negotiating and designing research and consultancy projects, successful execution of all the activities to the satisfaction of the clientele. They are also responsible in preparing the estimates of income and expenditure for each activity and control of expenses thereof to maximum extent while maintaining the qualitative and satisfactory services to the clientele.

### **Registrar – Functions and powers**

One of the Members of Faculty is discharging the functions of the Registrar. His functions and duties include collection of information from all faculty and preparation of programme calendars for national/international programmes and arrange to mail them to the clientele organizations, corresponding with various organizations in general relating to national programmes, consultancy and research projects, etc. and the Ministry of External Affairs, Ministry of Finance, AARDO and other foreign organizations relating to international programmes, consultancy assignments, etc. in particular, monitoring the activities, issuance of certificates to the participants, who completed the training, and other related academic matters.

### **Rector – Functions and powers**

One of the Faculty is entrusted with the functions and duties of the Rector, who controls and supervises the hospitality facilities provided to the participants, VIPs/Guests visiting the institute to the best satisfaction. He ensures providing qualitative boarding facilities, medical facilities as well as maintenance and up-keep of the guestrooms.

### **Functions and powers of Assistant Registrar**

Assistant Registrar is the coordinating officer between the Programme Directors and the Participants attending different programmes in the campus. His functions include correspondence with the clientele organizations, confirmations against the nominations, registration of participants of each programme, providing classroom facilities, preparation of certificates, preparation and maintenance of programme-wise data/statistics, compilation of monthly statement of activities undertaken and coming month's programmes besides guiding, controlling and supervising the functions and duties of his staff.

### **Functions and powers of Accounts Officer**

Accounts Officer is the head of the Accounts and Finance wing of the Institute and he functions under the direct control of the Chief Administrative Officer (Secretary), who is Drawing and

Disbursing Officer. The Accounts Officer's functions are: preparation of annual budget estimates, monthly progress of income and expenditure, planning the funds requirement against the expenses relating to the activities as well as meeting the overheads and personal expenses, scrutiny and audit of statements of expenses rendered by different officials against the advances drawn for various purposes, control of expenses, maintenance of books of account, fixed assets, bank accounts, planning for investment of funds not immediately required for expenses besides guiding, controlling and supervising the functions and duties of the staff of the Section.

### **Personal Assistant/Stenographers attached to the office of Director General**

Their functions include planning the work-schedule in D.G's Peshi, meetings schedules and local visits of Director General, coordinating and facilitating the various visits of VIPs/guests visiting the Institute besides the secretarial and filing works in the Peshi.

### **Functions and powers of Superintendents**

The functions of the Superintendent of the respective Sections are to ensure timely action on each and every job description and to guide and supervise the functions of the staff of the section.

### **Functions and powers of Reference Librarian**

Retrieving and Storing the information, procurement of books and periodicals, facilitating the members/users of the Library Services, ensuring preparation of various periodicals/journals and printing of the same, assisting the Head SENDOC in all matters.

### **Other Staff:**

Functions of Senior Stenographers, Photographer, Senior Administrative Assistants, Jr. Documentation Assistant, Administrative Assistant, Jr. Administrative Assistants, Telephone Operator, Library Attendants. All these employees provide their support services in their respective discipline in different Schools/Centers/Sections.

### **Functions of Technical Staff – Electricians and Plumber, Carpenter**

Electricians ensure the maintenance of sub-station and other electrical works/connections. Maintenance of sumps, bore-wells, water supply lines including drainages and sewerage lines. The carpenter looks after the carpentry works, repairs, etc., in the Institute.

### **Functions of Group-D now treated as Group 'C' employees**

Watch and ward and Security, cleanliness and maintenance of rooms of officers and staff and guestrooms, campus premises including maintenance of lawns and gardens, etc.