

## **MANUAL - 2**

### *Section 4(1)(b)(ii)*

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

The Director shall be the principal executive and academic officer of the College, and shall exercise general supervision and control over the affairs of the College and give effect to the decision of all the authorities of the College.

#### **Powers and Duties of the Director**

1. The Executive Officer of the Waqf (i.e. MEC) shall ensure the budget of the waqf is submitted as per section 44 of the Act, the accounts of the waqf are regularly maintained, and the quarterly statement of accounts are submitted to the Board on 10th July, 10th October, 10th January, and 10th April every year. The annual accounts of the each financial year shall also be submitted to the Board by 20th April. The accounts of the MEC shall be audited by the auditors appointed by the Board. The Executive Officer of the waqf shall both be the administrative and academic head thereof and would be responsible for its effective management and imparting of quality education to the students of MEC.
2. The salaries and allowances of the Executive Officer (Director) and his staff, both teaching and non-teaching, shall be fixed by the Board and in fixing the quantum of such salary, the Board shall have due regard to the income of the waqf (MEC), the extent and nature of the duties of the Executive Officer and other staff and shall also ensure that the amounts of such salaries and allowances are not disproportionate to the revenue receipt of the waqf and do not operate as an unnecessary financial burden on it.

#### **Officiating charge in absence of the Director:**

When the office of the Director falls vacant or when he/she is by reasons of illness, absence or any other cause unable to perform the duties of the office, the next senior most academic/scientific staff of the College, who shall not be in the grade less than that of an Associate Professor or its equivalent, shall discharge the duties of the Director. In case, no such official in the grade of Associate Professor or its equivalent is available in the College, the next senior most academic staff shall discharge the duties of the Director.

#### **Powers of Head of the Department**

The Head shall:

- a) Exercise overall control of the functioning of the concerned Department.
- b) Convene meetings of the Department in consultation with the Director.
- c) Chair the meetings of the Committee of Studies of the Department.
- d) Hold meetings of the Staff of the Department for streamlining the functioning of the Department and to carry out its activities more effectively.
- e) Be responsible for the safe custody of the records and the property of the Department.
- f) Organize and supervise academic programmes viz. seminars, symposia, workshops, extension lectures, training programmes, etc.
- g) Exercise such other powers and perform such other duties, as may be assigned to him/her by the Director of the College.

#### **College Administration**

1. Director
2. Head, Electronics and Communication Engineering

3. Head, Computer Science and Engineering
4. Head, Mechanical Engineering
5. Head, Electrical and Electronics Engineering
6. Head, Civil Engineering
7. Proctor
8. Controller of Examinations
9. Training and Placement Officer
10. Chief Student Advisor
11. State Public Information Officer (SPIO)
12. Public Relation Officer (PRO)
13. Incharge - Academics
14. Incharge- IT & Systems
15. Incharge-PTM
16. Incharge Educational Tours
17. Incharge-Transport
18. Incharge-Scholarship Affairs
19. Incharge-Sports & Cultural Activities
20. Incharge-Website and Prospectus
21. Incharge-AICTE & Accreditation Work
22. Admission Officer

#### **Members of Academic Committee**

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|---|----------|
| 1. Director                                       | Chairman |
| 2. Head, ECE & Incharge - Academics               | Member   |
| 3. Head, CSE                                      | Member   |
| 4. Head, ME                                       | Member   |
| 5. Head, EEE                                      | Member   |
| 6. Head, CE                                       | Member   |
| 7) Representative of Applied Science & Humanities | Member   |
| 8) Representative of Applied Science & Humanities | Member   |