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| **Sl.No.** | **Name & Designation** | **Duties** |
| **1.** | **Admin.Cum Accounts Officer** | 1. **Areas of responsibility consists of :**   **i..Accounts & finance related**  **ii..Student related**  **iii.taff related**  **iv.Establishment related.**   1. **To render, suitable assistance to the Head of the Institute in all administrative, financial and other accounts matters** 2. **Compliance with all Government requirements.** 3. **Liaison with all related agencies and offices.** 4. **Effective supervision of directly reporting staff.** 5. **Dealing with emergencies.** 6. **Preparation of periodic statements of monthly trial balance etc.** 7. **Supervision of General Office, Accounts and Budget work and assisting Principal in holding meetings of the Board, Executive Committee etc.** 8. **Overall supervision in respect of proper utilisation and upkeep including payment of taxes in respect of lands and buildings belonging to the Institute.** 9. **Organise purchases of Stores/Equipment etc. Under the supervision of the Principal and in association with the concerned faculty staff.** 10. **Supervision of Security arrangements with security staff** 11. **Such other duties and responsibilities as may be assigned to him from time to time.** |

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| **1.** | **Accountant** | **1.Preparing of budgets, estimates, revised estimates etc.**  **2. Expenditure control**  **3.Checking of various receipts**  **4.Co-ordination of purchases and contracts**  **5.Disbursement of staff salary and other payments** |
| **6.Finalisation of annual accounts** |
| **7.Co-ordination for audit work.** |
| **8.Stock taking and verification.** |
| **9.Maintenance of all financial/ accounting records.** |
| **10.Maintenance of GPF accounts** |
| **11.LTC , Medical, TA/DA and other claims of employees** |
| **12.Payments to suppliers, casual labourers etc.** |
| **13.Students fees collection** |
| **14.Distribution of duties to the Cashier and LDC (Accounts) as well as supervision of the work done by them.** |
| **15.Responsible for Asset Register & Annual Stock Verification of all departments.** |
| **16. Reporting officer for storekeeper and cashier for writing APARs.** |
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| **2.** | **Office Superintendent** | 1. **Assisting the Admn.Cum Accounts Officer in establishment, administrative and service matters of the employees.** 2. **Custody and maintenance of Leave and Attendance Records, Personal Files, Service Books, APARs and other Service Records of the Institute employees and also the establishment and other office files and records.** 3. **Rendering necessary assistance in students’s admissions and related matters of all courses conducted by the Institute and attending to the course enquiries.** 4. **Assistance in preparation of agenda and other documents and co-ordination of arrangements for Board of Governors / Executive Committee / Staff Selection Committee / DPC / MACP and other meetings, sending notices agendas etc. for the meetings and maintenance of records thereof (in co-ordination with PA to Principal and Stenographer).**   **5. Reporting Officer for the purpose of writing APARs for the administrative staff like Stenographer, UDC, LDC and Driver.**  **6. Co-ordination and assistance in conduct of “Hunar Se Rozgar” and other short term training programmes with the assistance of concerned U.D.C/L.D.C.**  **7. Co-ordination of all Maintenance and repair works as well as Hostel and Security Matters as the Member Secretary of the Maintenance and Hostel Committees.**  **8. Handling of matters related to various contracts such as Manpower Supply, Annual Maintenance, Contracts for supply of Vegetables, Fish, Meat, Provision etc. including release of advertisement, timely renewal and follow up of the contract as per requirement from time to time, with immediate effect and till further orders.**  **8. Handling of matters related to various purchases (other than the items purchased through the stores) including enquiries, tendering, ordering, follow ups etc.**  **9. Handling the matters related to various printings, I D Cards etc..**  **10.Issue of Hostel clearance to the students for refund of caution deposit etc..** |
| **3** | **Cashier** | 1. **Custody, receipt and disbursement of cash including maintenance of cash books and other connected records, collection of fees etc. from students and maintain accounts thereof.** 2. **Preparation of Bank Vouchers, Cash Vouchers and Petty Cash Vouchers.** 3. **Updating Cash book, Bank Book Receipt Book and Petty Cash** 4. **Bank reconciliation statement by every 5th of the month.** 5. **Payment of IT chelans** 6. **Despatch of cheques to parties.** 7. **Handing over of physical cash with records before taking leave.** 8. **Physical custody of BV,CV Receipt Register etc.** 9. **Payment to be made after the approval of vouchers by the competent authority.** 10. **Assisting Accountant in all matters relating to accounts.** 11. **Preparation of Valuable Register.** 12. **Any other relevant duties and responsibilities assigned by the authorities from time to time.** |
| **4.** | **PA TO PRINCIPAL** | **1. Taking dictation from Principal and typing.**  **2. Keeping of proper records of the communication at the level of the Principal.**  **3. Handling security of confidential matters / documents and handling of administrative, accounts and establishment matters for career advancement.**  **4. Handling of correspondence originated from the Principal’s Office.**  **5. Handling of mail received for the Principal.**  **6. Co-ordination and follow-up with Faculty and staff regarding instructions and communications circulated from the Principal’s Office.**  **7. Receive visitors/attend telephone calls of the Principal.**  **8. Keep records of Principal’s tour, appointments and meetings and reminding the Principal every day morning.**  **9. Keeping proper records for the STD/Trunk Calls made from the Principal’s Office.**  **10.Sending of fax messages and keeping proper records for the same.**  **11.Photocopying of confidential documents and keeping records for the same.**  **12.Rendering assistance for preparing necessary documents for BOG/EC/DPC/BPCC and other meetings, sending notices etc. Preparation of minutes of meetings etc.**  **13.Making travel arrangements for the Principal in co-ordination with the Admn. Department.** |

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| **5.** | **Librarian** | 1. **Full responsibility for looking after the Institute’s Library and reading room including receipt, issue and return etc. of Institute’s books/magazines etc.** 2. **Custodian of Institute’s library books/journals, photocopier, etc.** 3. **Accession of books, issue of library cards and overall supervision of Library Apprentice.** 4. **Maintenance, review and verification of stock register of books in hand and those**   **outstanding with the staff members/students.**  **5. Co-ordination with the concerned departments for purchase of books for the library.**  **6.Levying of penalty incase of retention of books etc by staff/students. beyond a prescribed period.**  **7.Issue of NOC to the outgoing staff members and students.**  **8.Monitoring of students discipline in the library during library hours.**  **9.Any such other duties and responsibilities as may be assigned by the competent authority from time to time.** |
| **6.** | **Stenographer** | **1.Rendering secretarial assistance to the Admn.cum Accounts Officer.**  **2.Dictation and typing work related to the Administrative Department as assigned by the AAO / O S.**  **3.Assisting the O.S. in preparation of agendas and other documents for BOG/EC/DPC/Staff Selection Committee and other meetings, sending notices etc and maintaining records thereof**  **4. Maintaining Inward and Outward Mail Registers including despatch and distribution of mail and keeping accounts of postage expenses etc. (with the help of Admn LDC / Apprentice)**  **5.Office routine jobs including general filing work, maintenance of relevant office records etc. (with the help of Admn. LDC).**  **6.Sending Monthly Reports and other routine information to the NCHMCT / Ministry of Tourism etc.**  **7.Matters related to SC/ST scholarships, sending e-grantz applications its follow ups etc. Up keeping of office equipment, such as computers and typewriters at the Admn.Office ensuring cleanliness of work place and the Admn. Office etc. control of use of stationeries in the office etc.**  **8.Any other relevant duties and responsibilities assigned by the authorities from time to time.** |
| **7.** | **LDC** | 1. **Processing student matters related to SC/ST Scholarships, sending e-grantz applications and follow ups.** 2. **Maintaining students leave and attendance records with the help of faculty.** 3. **Sending communication to Parents regarding shortage of attendance whenever necessary.** 4. **Issue of Bonafide and other certificates, ID cards, Railway/KSRTC/AIR concession forms etc. to the students.** 5. **Maintaining schedules and details of industrial exposure training of the students.** 6. **Distribution of certificates and mark sheets to the students on receipt of the same from the NCHMCT.** 7. **Coordinating with the HODs in conducting the various examinations for the students.** 8. **Any other relevant duties and responsibilities assigned by the authorities from time to time.** |
| **8** | **UDC** | 1. **To carry out purchases as per requirements on a planned basis based on the policies of the institute and confirming to the procedures and standards** 2. **Custody, receipt and supply of food and other connected items against written indents from the faculty / staff duly authenticated by the HOD of the concerned stream.** 3. **To maintain all stock registers and other records on a day to day basis and have scientific methods of inventory control.** 4. **Timely information to the Administrative Cum Accounts Officer about the stock position,** 5. **To exercise all control activities such as periodic stock verification , costing and to provide timely reports to management and apply scientific materials management principles in the management of the stores.** 6. **To undertake all activities such as ordering, receiving, inspecting, storing, issuing, recording, etc.** 7. **Liaise with HOD and other faculty members and particularly Food Productions and Service faculty with regard to timely and quality supplies.** 8. **To effect cost and expenditure control at all stages of purchases and stores.** 9. **To submit to Principal daily, weekly and monthly cost/stock reports** 10. **To bring to the absolute minimum spoilage / wastage, to record and report if any and to take approval before discarding such items.** 11. **To exercise all authority required to carry out the assigned responsibilities, to provide quality products and services and to productively employ all resources available.** 12. **To always maintain a safe and clean and adhere to all principles of hygiene and safety with regard to food handling.** 13. **To train the store clerk to carry out substitution or relief duties in case of leave/absence.** 14. **To constantly conduct market research to identify better sources of supply, better products, better prices etc** 15. **Supervision of work of the other staff members attached to the stores.** |
| **9** | **UDC** | 1. **The Processing of medical bills /LTC /and Children Education Allowance claims of the employees of the IHMCT, Kovalam.** 2. **Upkeep and maintenance of the Institute Website in laison with the designated agency.** 3. **All the duties related to the Hunar Se Rozgar Training programme of the Ministry of Tourism, Government of India.** |
| **10** | **LDC** | 1. **Assisting the Accountant and Cashier in maintaining various Registers including Pay Bill Register, GPF Register, Fees Register and Hostel Registers on a day to day basis.** 2. **Assisting the Accountant and Cashier in proper maintenance of records.** 3. **Issue of fees intimations and fees structures to the students / parents.** 4. **Processing of Bills for payment.** 5. **Any other relevant duties and responsibilities assigned by the authorities from time to time.** |
| **11.** | **LDC**  **ESTABLISHMENT** | 1. **Assisting the O.S. in preparation of agendas and other documents for BOG/EC/DPC/Staff Selection Committee and other meetings, sending notices etc and maintaining records thereof.** 2. **Maintaining Inward and Outward Mail Registers including despatch and distribution of mail and keeping accounts of postage expenses etc. (with the help of Admn LDC / Apprentice)** 3. **Office routine jobs including general filing work, maintenance of relevant office records etc. (with the help of Admn. LDC).** 4. **Sending Monthly Reports and other routine information to the NCHMCT / Ministry of Tourism etc.** 5. **Matters related to SC/ST scholarships, sending e-grantz applications its follow ups etc. Up keeping of office equipment, such as computers and typewriters at the Admn.Office ensuring cleanliness of work place and the Admn. Office etc. control of use of stationeries in the office etc.** 6. **Any other relevant duties and responsibilities assigned by the authorities from time to time.** |
| **12.** | **LDC** | 1. **Maintaining students Leave and Attendance records and sending communication to parents regarding shortage of attendance, wherever necessary.** 2. **Issue of bonafide and other certificates, Locker facility, ID Cards, Library Cards,**   **Railway & KSRTC / Air concession forms etc to the students.**  **3. Collection of Personal Data Forms of the students during the admission and**  **maintenance of computerized data of the students.**   1. **Monitoring of issue of Gate Passes to the students.** 2. **Assisting the Departmental Head in sending communication to the parents regarding progress of the students, examination results, etc. and sending communication regarding students disciplinary matters / anti ragging measures etc. in coordination with the disciplinary Committee.** 3. **Giving information to the students regarding SC / ST and other scholarships, Bank loans etc. and guiding them to the admn. office for further information.** 4. **Maintaining schedules and details of Industrial Exposure Training of the students.** 5. **Maintaining schedules and details of campus placement programmes for the students.** 6. **Distribution of Certificates / Mark sheets to the students on receipt of the same from the NCHMCT.** 7. **Any other duties and responsibilities related to the academic department as assigned by the authorities from time to time.** |