

Chapter-3 (Manual-2)

Powers and Duties of Officers and Employees

3.1. Please provide details of the powers and duties of officers and employees of the organization:

a) Powers of officers:

(1) Administrative powers are vested with head of the institution and may be delegated to heads of department and other members of institution as and when need arises.

(2) Head of this institute has the power of recruitment, transfer, dismissal or terminate services of class iv employee.

(3) Heads of the departments have controlling authority over subordinate staff and supervise the execution of the works allocated by the head.

b) Duties of officers:

(1) Duties include teaching, research, tertiary health care including

- Duties toward the public and Medico legal and postmortem examination
- Immunization and other national preventive and eradicating programmers.

(2) Duties also include planning, purchasing maintaining the equipments related with health care.

c) Duties of employees:

As per direction from higher authorities.

Powers and duties of the officers are detailed below:

GAZETTED (College Section):
Class-I (Total No. of Posts-)

Designation	Principal-cum-Chief Superintendent (1)*	
* The number within bracket indicates no of posts		
Powers	Administrative	<ol style="list-style-type: none"> 1. He is the academic head of the college and Principal officer of Government responsible for overall control and efficient administration of the college. 2. He is the principal executive and academic officer and shall preside at meetings of academic council/ college council of the college 3. Dean of Faculty to its affiliated University and advice on academic matters including holding of university MBBS and Post Graduate Medical Examinations 4. He has the power to convene meetings of the academic council/ college council/all or any section of the employees of the college/students' union 5. He is competent to notify the Head of the Depts.in accordance with the Assam Medical Education Service Rules-2008 6. Administrative power as Chief Superintendent of the hospital 7. Chairman, Executive Committee of Hospital Management Society 8. Chairman, Referral Board for referring patients for treatment elsewhere 9. Transfer/Promotion of class-IV & III employees 10. Confidential report of Class-I, II, officers 11. Leave sanction (Limited to casual leave) 12. To Sanction TA/ DA Bill of employees. 13. Sanction monthly pay bill of employees 14. Member of Selection Board for admission into MBBS & PG Courses 15. Such other power as may be conferred by the Govt.
	Financial	<p><i>UptoRs 25,000/- in each case subject to annual limit of Rs. 20 lakhs</i></p> <p>Delegated vide Health & Family Welfare No.HLA.294/99/4 Dated : 3rd May,1999 and Finance (Establishment-B) Dept. No. FEB 31/89/56 Dated 24th March,1999.</p>
	Others	

Duties	<ol style="list-style-type: none"> 1. To conduct and maintain standard of teaching and research being academic head of the college, 2. To Administrate work of all HODs and others 3. To submit/recommend to its affiliated university all matters related to academics of the college, e.g., holding of university examinations, post-graduate thesis, syllabus, decisions of academic council etc. 4. To submit proposals/financial requirement/ decisions of the college council etc to the DME, Assam ,Commissioner/Secy, Health & F.W. dept for final decision 5. To comply with Govt. queries. 6. Controlling administration of the JMC Hospital as the Chief Superintendent of the hospital 7. Such other duties as may be allotted by the higher authority.
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Designation	Vice-Principal (1)*	
* The number within bracket indicates no of posts		
Powers	Administrative	<ol style="list-style-type: none"> 1. Responsible for such administrative matters as may be vested by higher authority. 2. Carry out administrative function in absence of the principal as in charge principal. 3. Daily progress of the students 4. Matters related to Grade-III & IV staff.
	Financial	NIL
	Others	
Duties	<ol style="list-style-type: none"> 1. To conduct and maintain standard of teaching and research, 2. Administrative and academic duties to help the principal 3. Such other duties as may be allotted by the principal. 	

Designation	Professor & Head of the Dept.	
Powers	Administrative	<ol style="list-style-type: none"> 1. Being the academic head of the dept., he has to conduct and maintain the standards of teaching and research in respective dept.. 2. Member of the Academic Council and College Council and as such put forward his suggestions in concerned matters. 3. Confidential report of CI-I, II, officers and also Grade-III staff and forwarded to the Principal. 4. Such other duties as may be allotted by the higher authority.
	Financial	NIL
	Others	

Duties	<ol style="list-style-type: none"> 1. Administrative work in the Dept. 2. Teaching and Research 3. Regulate duties of all officers and other staff under him/her. 4. Treatment of Patients 5. University Examiner- as internal as well as external to other university. 6. Such other duties as may be allotted by the higher authority
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Designation	Professor	
Powers	Administrative	<ol style="list-style-type: none"> 1. Member of the Academic Council and College Council and as such put forward his suggestions in concerned matters. 2. Such power as may be conferred by higher authority.
	Financial	Nil
	Others	
Duties	<ol style="list-style-type: none"> 1. Teaching and Research 2. Treatment of Patients 3. University Examiner- as internal as well as external to other university. 4. Such other duties as may be allotted by the higher authority. 	

Designation	Associate Professor	
Powers	Administrative	<ol style="list-style-type: none"> 1. Member of the Academic Council and College Council and as such put forward suggestions in concerned matters. 2. Such power as may be conferred by higher authority.
	Financial	Nil
	Others	
Duties	<ol style="list-style-type: none"> 1. Teaching and Research 2. Treatment of Patients in clinical dept.s 3. University Examiner- as internal as well as external to other university. 4. Such other duties as may be allotted by the higher authority. 	

Designation	Assistant Professor	
Powers	Administrative	<ol style="list-style-type: none"> 1. Member of the Academic Council and College Council and as such put forward suggestions in concerned matters. 2. Such power as may be conferred by higher authority.

	Financial	nil
	Others	
Duties	<ol style="list-style-type: none"> 1. Teaching and Research 2. Treatment of Patients in clinical dept.s 3. University Examiner- as internal as well as external to other university on approval by the affiliated university 4. Such other duties as may be allotted by higher authority. 	

Designation	Registrar/Demonstrator/Resident Physician/Resident Surgeon/Resident Pathologist/Clinical pathologist/Refractionist/Anaesthetist	
Powers	Administrative	<ol style="list-style-type: none"> 1. Such power as may be conferred by higher authority. 2. Maintain records of the duties of the resident doctors.
	Financial	Nil
	Others	
Duties	<ol style="list-style-type: none"> 1. Teaching and Research 2. Treatment of Patients in clinical dept. under supervision of seniors. 3. To maintain duty roster of Grade-III & IV staff in respective dept. 4. To Maintain stockbook, records etc of the dept. 5. Such other duties as may be allotted by the higher authority. 	

GAZETTED(Class-II): No. of Total Posts-

Designation	Secretary, JMC (1)*	
* The number within bracket indicates no of posts		
Powers	Administrative	1. Such power as may be conferred by principal
	Financial	Nil
	Others	
Duties	<ol style="list-style-type: none"> 1. Responsible for efficient functioning of the principal's office, 2. Responsible for prompt disposal of work 3. Go through the dak and give directions to office for its disposal 4. To keep himself acquainted with the morale and conduct of the staff working under him 5. To check attendance in the office and to see that given instructions are correctly observed; 6. To supervise the functioning of the college account section, D.D.O. 7. To deal with any other work assigned by the higher officers/ principal. 	

Designation	Librarian / Lecturer in Health Statistics/ Lecturer in Audiology/Medico Social Worker / Clinical Psychologist /Psychiatric Social Worker Statistician	
Powers	Administrative	1. Such power as may be conferred by higher authority.

	Financial	Nil
	Others	
Duties	1. Respective duties like librarian's duties in library, teaching and research by the lecturer/demonstrator, social work and keeping statistics etc.	

Duties of employees:

As per direction from higher authorities.

NON- GAZETTED POSTS:

A) College Section:	Grade-III	--
	Grade-IV	--
B) Hospital Section:	Grade-III	--
	Grade-IV	--