

(ii) The powers and duties of its officers and employees:

	Designation	Powers & duties
1	Principal	All administrative & academic matters of the institute
2	T.P.O.	Recruitment process of students
3	C.O.E.	All matters related to examinations
4	Registrar	All administrative matters related to office and departments
5	Stenographer H.G.	Assists in all record keeping matter to Principal
6	Office Superintendent	All matters pertaining to Accounts, Student section, Establishment section, Dispatch section.
7	Sr. Clerks / Accountant	Respective sections matters, e.g. establishment, accounts, students section
8	Jr. clerks	Complying the assigned work by superior.