

**ANNEXURE – A**

**होटल प्रबन्धन खान-पान एवं पोषाहार संस्थान, कुफरी, शिमला**  
**INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION, KUFRI, SHIMLA**

**POSTS, HIERARCHY & DUTIES OF THE OFFICERS/STAFF****A – ACADEMIC**

| <b>S. No.</b> | <b>DESIGNATION</b> | <b>REPORTING TO</b>            | <b>DUTIES</b>  |
|---------------|--------------------|--------------------------------|--|
| 1             | Principal          | Chairman/B.O.G.                | Proper Administration and Finance, Discipline, Teaching etc.   |
| 2             | Head of Department | Principal                      | Academic Administration, Training & Development of Academic Staff, Teaching, Research & other Academic / Extra Curricular Activities, etc. |
| 3             | Senior Lecturer    | Principal / Head of Department | Teaching, Research & other Academic / Extra Curricular Activities, etc.  |
| 4             | Lecturer           | Principal / Head of Department | Teaching, Research & other Academic / Extra Curricular Activities, etc.  |
| 5             | Assistant Lecturer | Principal / Head of Department | Teaching, Research & other Academic / Extra Curricular Activities, etc.  |

\* Contract faculty is engaged as per requirement on the basis of prescribed SIU norms.

**B – ADMINISTRATIVE**

| <b>S. No.</b> | <b>DESIGNATION</b>     | <b>REPORTING TO</b>                  | <b>DUTIES</b>  |
|---------------|------------------------|--------------------------------------|--|
| 1.            | Principal              | Chairman/B.O.G.                      | Executive, Administrative & Financial Control  |
| 2.            | Administrative Officer | Principal                            | To render assistance to the Head of the Institute in all administrative, financial and other accounts matters. Supervision of general office, accounts of Budget, work assisting principal in holding of meetings of the Board, Executive committee etc. |
| 3.            | Office Superintendent  | Principal/<br>Administrative Officer | Dealing with Establishment & Finance matters   |

[updated on 28/06/2021]

|     |               |                                       |   |
|-----|---------------|---------------------------------------|---|
| 4.  | Accountant    | Principal/<br>Administrative Officer  | Dealing with Finance & Accounts matters   |
| 5.  | Stenographer  | Principal/ Office<br>Superintendent   | Dealing with official correspondence,<br>academic and students records and other<br>tasks as assigned |
| 6.  | Store Keeper  | Office Superintendent<br>/ Accountant | Maintenance of store- perishable & non-<br>perishable items   |
| 7.  | LDC           | Office Superintendent/<br>Principal   | Dealing with office work as assigned.   |
| 8.  | Librarian     | Office Superintendent<br>/ Accountant | Development & Dealing with Library  |
| 9.  | Technician    | Office Superintendent<br>/ Accountant | Maintenance of Building & Equipments  |
| 10. | Driver        | Office Superintendent<br>/ Accountant | Maintain & Operate of Institute Vehicle   |
| 11. | Lab Attendant | Department Head                       | Maintaining Laboratory  |
| 12. | Class - IV    | Administrative Officer                | Cleaning, upkeep & maintenance of<br>Institute premises   |

In addition, the above duties assigned the employees will also perform such other duties as assigned to them from time to time by the competent authority.