

**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY &
APPLIED NUTRITION, IHM CHENNAI**

POSTS, HIERARCHY & DUTIES OF THE OFFICERS/STAFF

A – ACADEMIC

S. No.	DESIGNATION	REPORTING TO	DUTIES
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

S. No.	DESIGNATION	REPORTING TO	DUTIES
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/ Administrative Officer	Dealing with Establishment & Finance matters
4.	Accountant	Principal/ Administrative Officer	Dealing with Finance & Accounts matters
5.	Stenographer	Principal/ Office Superintendent	Dealing with official correspondence, academic and students records and other tasks as assigned
6.	Store Keeper	Office Superintendent / Accountant	Maintenance of store- perishable & non-perishable items
7.	LDC	Office Superintendent/ Principal	Dealing with office work as assigned.
8.	Librarian	Office Superintendent / Accountant	Development & Dealing with Library
9.	Technician	Office Superintendent / Accountant	Maintenance of Building & Equipments
10.	Driver	Office Superintendent / Accountant	Maintain & Operate of Institute Vehicle
11.	Lab Attendant	Department Head	Maintaining Laboratory
12.	Class - IV	Administrative Officer	Cleaning, upkeep & maintenance of 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.