



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by **NAAC** with "A" Grade,
Recognised by UGC under section 2(f) & 12(B)
Approved by **AICTE** - New Delhi
Permanently Affiliated to JNTUK, SBTET,
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/9/2021-2022/1

06.09.2021

OFFICE CIRCULAR

Sub: Powers and Duties of the Administrative Officer (AO)-reg.

Ref1: Letter dt. 06.09.2021 from Dr T V Rama Krishna, Coordinator, IQAC

Ref2: AQAR-7.1.10. The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard

Powers and Duties of the Administrative Officer

- 1) The AO shall be a whole time Officer of the College appointed by the Governing Body for such period and in the manner prescribed in the Regulations.
- 2) When the AO is on leave or on other duty or when the office of the AO is temporarily vacant for any reason, the Principal shall have power to make in-charge arrangements.
- 3) The AO shall be eligible for such allowances and perquisites as decided by the Governing Body.
- 4) The AO shall be the custodian of the records, the common seal and such other properties of the College as the Governing Body shall commit to his/her charge.
- 5) The AO shall be the Head of the College Office and shall have general disciplinary control over the employees of the College.
- 6) The College Office shall be divided into the following Sections for carrying out the administration more effectively:
 - a. Academic Branch
 - Academic Section
 - Records Section (Records other than Examinations)
 - b. Administrative Branch
 - Section dealing with meetings of Governing Body and Legal matters.
 - Section dealing with the Services matters of Teaching staff.
 - Section dealing with the Service matters of Non-Teaching staff.
 - Tappals and Dispatch Section.
 - c. Examination Branch
 - Post-graduate Exams Section
 - U.G. Exams Section.
 - Confidential Section(s)
 - Records Section (Exam Records only)

d. Finance Branch

- Receipts Section
- Payments Section
- Budget – Section

e. Engineering Branch

- Civil works Section (Maintenance)
- Electrical and Water supply Section
- Vehicles maintenance and movement Section (Transport Section)

7) The AO shall have the power to transfer non-teaching / employees up to the cadre of Superintendent / equivalent cadres from one Branch to another Branch.

8) It shall be the duty of the AO:

- To issue all notices convening the meetings of all the Authorities of the College as directed by the Principal.
- To keep the minutes of the meetings of the Authorities of the College.
- To conduct official correspondence of the College.
- To represent the College in suits or other legal proceedings by or against the College, sign powers of attorney and verify pleadings or depute his representatives for the purpose.
- To sign all contracts and MOUs on behalf of the College duly obtaining orders from the competent authority.
- To provide access to the members of the Governing Body and Academic Council of such records as are necessary for the discharge of their functions with the prior permission of the Principal.
- To perform such other duties as may be specified in the Regulations and Rules
- To discharge such other functions as are delegated by the Board of management and the Principal.

9. To depute any employee of the College to attend to any work connected with the College and to sanction their T.A., D.A., etc.

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: PA to Principal

Mail & Hard copy to: Director, SITE

Mail & Hard copy to: HoDs. CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H/MS

Mail & Hard copy to: Exam Section/Automation/Library/IOAC/AO

Mail to: All faculty members

Anand G. S.

PRINCIPAL
Principal

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