

Manual No.03

The powers and duties of Officers & Employees.

Designation	Dean	
Powers	Administrative	<ol style="list-style-type: none"> 1. Appointment of the staff whose appointing authority is Dean. 2. Control & supervision over the entire staff of Nair Hospital Dental College. 3. Sanctioning purchase of medicine, equipments etc.
	Financial	The financial powers to the Dean are on par with the Dy. Municipal Commissioner
Duties	<ul style="list-style-type: none"> ➤ To work as administrative as well as academic Head of the Institution. ➤ Under-graduate and Post-graduate admission. ➤ To give administrative approval to matters related to the College/Hospital as per the powers delegated to the Dean from time to time. ➤ To supervise and control over the entire teaching as well as non-teaching staff. ➤ To attend the complaints of staff, students and patients. ➤ To attend the meetings called by the Municipal Commissioner/ Addl. Municipal Commissioner ➤ To attend the universities meetings. ➤ To prepare the Annual Budget for the college and hospital. 	

Designation	Professor		
Powers	Administrative	<ol style="list-style-type: none"> 1. To supervise & control the staff working under them. 2. Grant of leave to the staff working under them. 	
		Financial	
		Nature of power	Amount (Rs)
		1. Office Contingencies except furniture	5000/-
		2. Stationery articles	2500/-
		3. Stores	2000/-
		4. Dead Stock (furniture)	5000/-
		5. Medicine & App.	5000/-
Duties of Professor		6. Dietary articles	500/-
		7. Tenders	5000/-
		<ul style="list-style-type: none"> ➤ To supervise & control the staff working under them. ➤ To guide staff for rendering efficient dental treatment to the patients. ➤ To look after the grievances/complaints of the patients. ➤ Teaching dental students/ practicals, conducting exams. etc. 	

Designation	Associate Professor	
Powers	Administrative	To look after the work of the department in absence of Professor as in-charge of the Department.
	Financial	NIL
Duties	➤ To supervise & control the staff working under them. ➤ Teaching dental students / practicals, conducting exams. etc. ➤ Dental treatment to the patients.	

Designation	Lecturer	
Powers	Administrative	NIL
	Financial	NIL
Duties	➤ To supervise & control the staff working under them. ➤ Teaching dental students/practicals, conducting exams. etc. ➤ Dental treatment to the patients.	

Designation	Asst. Engineer		
Powers	Administrative	NIL	
	Financial	Nature of power	Amount (Rs)
		1. Office contingencies except furniture	5000/-
		2. Stationery articles	500/-
		3. Stores	10000/-
		4. Tenders	10000/-
		5. Seeds & Plants	100/-
		6. Departmental works	10000/-
		7. Disposal of unserviceable items	500/-
Duties	➤ To supervise & control the staff working under him. ➤ Maintenance of hospital / college building and premises. ➤ Maintenance of the equipment/machineries etc.		

Designation	Administrative Officer		
Powers	Administrative	Control & supervision over the entire non teaching staff of Nair Hospital Dental College	
	Financial	Nature of power	Amount (Rs)
		1. Office contingencies Except furniture	5000/-
		2. Stationery articles	5000/-
		3. Stores	2000/-
		4. Tenders	5000/-
		5. Seeds & Plants	500/-
		6. Department Work	-----

		7. Disposal of unserviceable items	500/-
		8. Dead Stock (furniture)	5000/-
		9. Medicine & App.	3000/-
		10. Dietary articles	3000/-
		11 Disposal of movable property.	2000/-
Duties	➤ To supervise & control the staff working under him. ➤ To give administrative assistance to the various Heads of the departments. ➤ Supervision over purchase of medical equipment, instruments, medicine, drugs etc. ➤ Supervision over accounts (budget, supplementary grants and monitoring monthly expenditure.)		

Designation	Office Superintendent		
Powers	Administrative	Control & supervision over the entire non-teaching staff of Nair Hospital Dental Collge.	
	Financial	Nature of Powers	Amount Rs.
		1. Office contingencies except furniture	250/-
		2. Stationery articles	250/-
		3. Stores	1000/-
		4. Tenders	200/-
		5. Disposal of unserviceable items	500/-
		6. Dietary articles	2000/-
Duties	➤ To supervise & control the staff working under him. ➤ To give administrative assistance to the various Heads of the Department. ➤ Supervision over purchase of medical equipment, instruments, medicine, drugs etc. ➤ Supervision over accounts (budget, supplementary grants and monitoring monthly expenditure)		

Designation	Head Clerk/Storekeeper	
Powers	Administrative	Nil
	Financial	NIL
Duties	➤ To supervise & Control the staff working under them. ➤ To manage the entire work of the section.	

Designation	Clerk/Clerk-cum-Typist/Registration Assitant	
Powers	Administrative	NIL
	Financial	NIL
Duties	➤ To issue case papers to the patients. ➤ To collect fees for the treatment from the patients as per	

	<p>schedule of fees prescribed by the Municipal Corporation of Greater Mumbai under proper receipts.</p> <ul style="list-style-type: none"> ➤ To keep the up to date record of the patients. ➤ Pay sheets, leave record, PF, Pension & Gratuity claims.
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Designation	Jr. Assistant Matron	
Powers	Administrative	NIL
	Financial	NIL
Duties.	<ul style="list-style-type: none"> ➤ To supervise & Control the nursing staff working under her. ➤ To manage the duties of nursing staff, their leave etc. ➤ To observe the cleanliness of the hospital. 	

Designation	Sister/Staff Nurse/Auxiliary Nurse	
Powers	Administrative	NIL
	Financial	NIL
Duties	<ul style="list-style-type: none"> ➤ To assist the doctors for treatment of patients. ➤ To give the medicine to the patient admitted in the ward as prescribed by the doctors. ➤ To look after the patients, maintaining cleanliness in the ward / clinic / O.T. , maintaining ledgers etc. 	

Designation	Head Dental Mechanic	
Powers	Administrative	NIL
	Financial	NIL
Duties	<ul style="list-style-type: none"> ➤ Preparation of dentures, partial dentures, crown & bridges and other dental technical work of the patients. ➤ Supervision and control over the staff working under him/her. 	

Designation	Dental Mechanic	
Powers	Administrative	NIL
		NIL
Duties	<ul style="list-style-type: none"> ➤ Preparation of dentures, partial dentures, crown & bridges and other dental technical work of the patients 	

Designation	Dental Hygienist	
Powers	Administrative	NIL
	Financial	NIL
Duties	<ul style="list-style-type: none"> ➤ Scaling and polishing of teeth of the patients. ➤ Giving instructions regarding oral hygiene to the individual patients. ➤ To help in periodic recall check ups. ➤ Group instructions and demonstrations regarding brushing techniques and preventive measures. 	

Designation	Lab. Technician	
Powers	Administrative	NIL
	Financial	NIL
Duties	<ul style="list-style-type: none"> ➤ Investigation of blood and urine. ➤ Preparation of ground and decalcified section of teeth for dental histology and dental pathology. 	

Designation	Chief Medical Librarian	
Powers	Administrative	NIL
	Financial	NIL
Duties	<ul style="list-style-type: none"> ➤ Supervision and control over the staff of Library. ➤ Maintenance of the library for undergraduate & post graduate students, updating of books, journals & volumes etc. 	

Designation	Jr. Librarian	
Powers	Administrative	NIL
	Financial	NIL
Duties	<ul style="list-style-type: none"> ➤ Maintenance of the library for undergraduate and post graduate students. ➤ Updating of books, journals, volumes etc. 	

Designation	Assistant Time Keeper / Halvildar / Asst. Havildar/Mukadam	
Powers	Administrative	NIL
	Financial	NIL
Duties	<ul style="list-style-type: none"> ➤ Maintaining day to day attendance of labour staff. ➤ Posting of labour staff and Khada badlee ➤ Supervision on the work of labour staff. ➤ Maintaining cleanliness of the hospital. 	

Designation	Labour Staff	
Powers	Administrative	NIL
	Financial	NIL
Duties	<ul style="list-style-type: none"> ➤ Maintaining cleanliness of the hospital including clinics and wards. ➤ To assist the patients in formation of Q. ➤ To assist the patients while undergoing treatment. ➤ To assist the staff and students in the Department. 	