

The powers and duties of its officers and employees

- I. Principal : - Administrative and Academic
- II. Teachers : - Academic
- III. Senior Superintendent :- Administrative Head of the Office
- IV. Head Accountant:- Office Accounts and Cash custodian
- V. Senior Clerk/LD Clerk:- All clerical works connected with the office
- VI. Lab Assistant:- Technical support of the science labs
(Ref. [Collegiate Education Order](#))
- VII. Herbarium Keeper:- Custodian of Herbarium of the Botany Department
- VIII. Gardener:- Maintaining of botanical garden of the Botany Department
- IX. College Librarian:- Head of the College General Library and full incharge of library books, periodicals and other services.
- X. Library Assistant : - Giving and returning back of books. Support for library activities.
(Ref. [Collegiate Education Order](#))
- XI. Office Assistant:- Assisting the principal and other office staff in day today activities of the college
- XII. Mechanic:- In charge of maintaining the equipment of the physics and chemistry departments
- XIII. Part time sweeper:- Cleaning of the college building and premisses