

## **MADRAS SCHOOL OF ECONOMICS**

*Gandhi Mandapam Road, Chennai - 600 025*

*(Recognized as Institution of Special Importance by the Government of Tamil Nadu)*

### **DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICER, MSE**

- The Administrative Officer shall function under the superintendence and control of the Director of the Institute for all matters relating to his functioning as an officer of the institute. On all Statutory matters an appeal against the decision of the Director shall lie to the Chairman.
- The Director shall delegate to the Administrative officer (AO) all powers necessary to perform any or all of the functions of the Institute mandated under the section 12 of the ACT by way of an Executive order.
- AO shall be the supervising and controlling officer of all non-teaching staff who shall ordinarily report to him for the performance of their duties relating to the Institute. AO shall be responsible for issue of Office Orders and memorandum indicating the duties and responsibilities of all the non-teaching staff.
- AO shall be the disciplinary authority for non-teaching staff of the Institute.
- AO shall effectively function as the Registrar of the Institute. It shall be the duty of the Administrative Officer.
- To be the custodian of the records, the common seal and such other property of the institute as the Director, or the Executive Council shall commit to his/her charge.
- To issue notices convening the meetings of the Executive Council, the Academic Council, the Faculties, and of the Authorities of the Institute concerned and to keep the minutes of all such meetings.
- To be the official correspondent of the institute and communicate all decisions of the Authorities as may be delegated by the Director, MSE.
- To circulate to the Chair of Governing Council copies of the Agenda of the meetings of the Authorities of the Institute concerned as soon as they are issued and the approved minutes of the meeting.