

Organogram for Institute of Energy and Environment (IEE)

Existing pots – 00

Total Posts – 00+07=07

Approved Existing Post	No	Proposed Complete Posts	Additional	Total
* Head, IEE (Associate Professor/Professor)	00	*Director, IEE (Professor)	00	00
		Category 1: Professor /Associate Professor/ Assistant Professor/ Lecturer (specialized in Energy and/or Environment)	02	02
		Category 2: Asst. Lab. Technician/Lab Technician /Sr./Principal Lab Technician (Mechanical/Electrical/Chemical/Environmental Science)	03	03
		Category 3: Asst. Secretary/Secretary/Sr./Section Officer	01	01
		Category 4: Asst. Lab. Attendant/Lab Attendant/Sr./Principal Lab Attendant	01	01
	00	Totals	07	07

Job Responsibility of staff Category 1:

- a) To develop the course curriculum for the any program offered by IEE;
- b) To conduct teaching of different courses;
- c) deal with issues related to admission of students to the Institute;
- d) To prepare annual/ yearly program such as short course, training and workshop;
- e) To arrange programs such as seminars, symposium, workshops for dissemination of knowledge in the fields of energy, power and environment;
- f) To identify the areas of research based on the need of Muslim Ummah and formulate research plan and proposal for the Institute as per interest of the member states of the OIC;
- g) To assist IEE for recommending the research proposals to the Internal Advisory Board for its approval and monitor the progress of the ongoing research projects;

- h) To do such other things as are assigned or referred to it by the Vice-Chancellor, Chairman of the Internal Advisory Board.

Job Responsibility of staff Category 2:

- i) conducting and supporting scientific investigations and experiments
- j) planning, setting up and undertaking controlled experiments and trials
- k) recording and analyzing data, demonstrating procedures
- l) collecting, preparing and/or testing samples
- m) maintaining, calibrating, cleaning and testing sterility of the equipment
- n) providing technical support, presenting results to senior staff
- o) writing reports, reviews and summaries
- p) keeping up to date with relevant scientific and technical developments
- q) if more seniors, supervising staff
- r) carrying out risk assessments
- s) ordering and maintaining stock and resources

Job Responsibility of staff Category 3:

- a) answering calls, taking messages and handling correspondence
- b) maintaining diaries and arranging appointments
- c) typing, preparing and collating reports, filing all documents
- d) organising and servicing meetings (producing agendas and taking minutes)
- e) managing databases
- f) prioritising workloads, liaising with relevant organisations and clients
- g) coordinating mail-shots and similar publicity tasks
- h) logging or processing bills or expenses
- i) acting as a receptionist and/or meeting and greeting clients
- j) if more senior, recruiting, training and supervising junior staff.

Job Responsibility of staff Category 4:

- k) Collects and preserves varied samples for analysis from specific locations
- l) according to a predetermined schedule; collects special samples as conditions

indicate; prepares samples for transport, storage and laboratory testing.

- m) Collects commercial or industrial waste samples as part of the wastewater
- n) treatment facility's pretreatment program.
- o) Sets up, calibrates, operates and performs minor maintenance on a variety of
- p) laboratory equipment and instruments.
- q) Cleans and maintains laboratory, equipment and instruments; washes, cleans and
- r) Maintains inventory of laboratory supplies.
- s) Compiles and records information onto standardized worksheets and logs.