

MANUAL-2
Powers and duties of officers and Employees
(Section 4(1)(b) (ii))

Power and duties of officers and staff

Sr. no	Designation of Post	Powers				Duties
		Administrative	Financial	Statutory	Others	
1.	Theatre Manager	No	No	No	No	Attached below
2.	Assistant Theatre Manager	No	No	No	No	Attached below
3.	Junior Engineer	No	No	No	No	Attached below
4.	Theatre Assistant	No	No	No	No	Attached below
5.	S. T. A (Sound)	No	No	No	No	Attached below
6.	S. T. A. (Light)	No	No	No	No	Attached below
7.	S. T. A. (A/C)	No	No	No	No	Attached below
8.	T. A (Sound)	No	No	No	No	Attached below
9	T. A. (Light)	No	No	No	No	Attached below
10	T. A. (A/C)	No	No	No	No	Attached below
11	Junior Steno	No	No	No	No	Attached below
12	U.D.C.	No	No	No	No	Attached below
13	Multi Tasking Staff	No	No	No	No	Attached below

DUTIES OF THEATRE MANAGER

- 1) **Section Head of the Accommodation and Technical section.**
- 2) Overall in charge of the maintenance and smooth functioning of the auditoriums and complex premises.
- 3) Overall supervision of booking of all the Accommodations of Kala Academy and day to day smooth functioning of auditoriums and other accommodations such as Dinanath Mangeshkar Kala Mandir, Open Air Auditorium, Black Box. Jury Room, Meeting room, Foyer Area, Car Parking Area, Darya Sangam, Mini Open Air Auditorium, Rehearsal Room, Art Gallery, Guest Rooms, etc. and interaction with the booking parties as required from time to time.
- 4) Supervision over the complex building areas like classroom of Dept. of Western Music, Faculty of Indian Music and Dance, School of Drama, the canteen premises and surrounding areas of building.
- 5) Implementation of scheme of allotment of auditorium on Quarterly Reserve Quota system by inviting application from contractors and drawing of lots followed by allotments as per waiting list.
- 6) Supervision over checking, issuance of weekly programme chart and duty charts to the concerned technical staff on weekly basis.
- 7) Supervision over timely maintenance of Auditoriums including chairs, stage drapery, curtain mechanisms, stage light system equipments such as cinema projectors, curtain mechanisms, stage lights system equipments such as cinema projectors, air conditioning plant, sound system, electrical

equipments, Transformers, Vacuum Circuit Breakers, Air Circuit Breakers, switch gears, motor starter panels, Capacitor banks, Sewage Treatment Plant, Fire Fighting and Fire Alarm System, U.P.S. system, EPABX System Hydrophneumatic system for supply of water to complex to toilet blocks, etc.

- 8) Receiving of day to day correspondence regarding booking of auditoriums and its compliance for estimation and follow up as regards to the booking payments.
- 9) Supervision over the billing of booking of auditoriums and other accommodations and checking of release of refund of security deposits of booking parties after programmes.
- 10) Maintenance and supervision of Security services in auditorium during programme and also security personnel in Kala Academy complex as and when instructed by higher authorities.
- 11) Maintenance and supervision of Gardening and landscaping Services and monitoring of workforce deployed by the contractor.
- 12) Maintenance and supervision of cleaning and Housekeeping services in Kala Academy complex and auditorium and monitoring of work force deployed by the contractor.
- 13) Maintenance and supervision of preparing of tender documents, tendering and agreements etc pertaining to Gardening, Housekeeping and all other related services.
- 14) Supervision over the functioning of the canteen of Kala Academy as and when instructed by higher authorities.

- 15) Support, assistance and to liaise with the organizers and public for holding conferences/programmes/events of local, national and international level in different auditoriums and other venues at Kala Academy.
- 16) Arrangement of stage setting and decoration for prestigious function of Kala Academy like Surashree Kesarbai Kerkar Sangeet Samaroha and other important functions.
- 17) Maintenance of files pertaining to Accommodation and Technical Section Maintenance of staff quarters at Porvorim and to deal with the correspondence accordingly.
- 18) To liaison with the Government Department as regards to the compliance of statutory, Mandatory and Legal matters pertaining to licenses and safety for running of auditoriums and functioning of the complex from time to time like Cinematograph Rules – 1952, the Copyright Act – 1957, Indian Electricity rules – 1956, Fire Force Act – 1986 and all other related matters pertaining to the complex building with Government bodies as and when required.
- 19) Supervision for erection of mobile stage for Kala Mahotsav, Classical Dance Festival and logistical support for outdoor programmes and activities organized by Kala Academy.
- 20) Supervision for organisation of International Film Festival of India at Kala Academy and all other National and International Festivals held at Kala Academy.
- 21) To co-ordinate with the VVIP's, VIP's during their visit to Kala Academy and to provide necessary information to the Architecture students from different colleges all over India and other visitors visiting Kala Academy.
- 22) To issue necessary instructions to ATM and other subordinate officials to ensure all the activities/programmes/function in the complex organized in smooth manner and liaisioning with all booking parties/organizing to

maintain the well set reputation of Kala Academy and to provide necessary services and facilities to the public.

23) Any other work assigned by superiors authorities from time to time.

DUTIES OF ASSISTANT THEATRE MANAGER

- 1) **Section in charge of the Accommodation and Technical Section.**
- 2) **To assist the Theatre Manager in day to day functioning of auditoriums and in maintenance and smooth functioning of the complex premises as follows:**
- 3) Supervision of booking of all the Accommodations of Kala Academy and day to day smooth functioning of auditoriums and other accommodations such as Dinanath Mangeshkar Kala Mandir, Open Air Auditorium, Black Box. Jury Room, Meeting room, Foyer Area, car parking Area, Darya Sangam, Mini Open Air Auditorium, Rehearsal Room, Art Gallery. Guest Rooms etc and interaction with the booking parties as required from time to time.
- 4) Implementation of scheme of allotment of auditorium on Quarterly Reserve Quota system by inviting application from contractors and drawing of lots followed by allotments as per waiting list.
- 5) Supervision over the complex building areas like classroom of Dept. of Western Music, Faculty of Indian Music and Dance, School of Drama, the canteen premises and surrounding areas of building.
- 6) Preparing and issuance of weekly programme chart to draw duty charts to the concerned technical staff on weekly basis.
- 7) Timely maintenance of Auditoriums including chairs, stage drapery, curtain mechanisms, equipments such as cinema projectors, air conditioning plant, sound system, electrical equipments, Transformers, Vacuum Circuit Breakers, Air Circuit Breakers, switch gears, motor starter panels, Capacitor banks,

Sewage Treatment Plant, Fire Fighting and Fire Alarm System U.P.S. system, EPABX System Hydrophenumatic system for supply of water to complex to toilet blocks .etc.

- 8) Receiving of day to day correspondence regarding booking of auditoriums, and its compliance for estimation and follow up as regards to the booking payments.
- 9) Billing of booking of auditoriums and other accommodations and checking of release of refund of security deposits of booking parties after programmes.
- 10) Maintenance and supervision of Security services in auditorium during programme and also security personnel in Kala Academy complex as and when instructed by higher authorities.
- 11) Maintenance and supervision of Gardening and landscaping services and monitoring of workforce deployed by the contractor.
- 12) Maintenance and supervision of cleaning and Housekeeping services in Kala Academy complex and auditorium and monitoring of work force deployed by the contractor.
- 13) Maintenance and supervision of Preparing of tender documents, tendering and agreements etc pertaining to Gardening, Housekeeping and all other related services.
- 14) To assist authorities over the functioning of the canteen of the canteen of Kala Academy as and when instructed by higher authorities.
- 15) Support, assistance and to liaise with the organizers and public for holding conferences/programmes/events of local, national

and international level in different auditoriums and other venues at Kala Academy.

16) Maintenance of files pertaining to Accommodation and Technical Section.

Maintenance of staff quarters at Porvorim and to deal with the correspondence accordingly.

17) To provide facilities to the booking parties in Auditorium and other venues and arrangement of stage setting and decoration for prestigious function of Kala Academy like Surashree Kesarbai Kerkar Sangeet Samaroha and other important functions.

18) Supervision for erection of mobile stage for Kala Mohatsav, Classical Dance Festival and logistical support for outdoor programmes and activities organized by Kala Academy.

19) Supervision for organization of International Film Festival of India at Kala Academy and all other National and International festivals held at Kala Academy.

20) To provide necessary information to the booking parties, the Architecture students from different colleges all over India and other visitors visiting Kala Academy.

21) Any other work assigned by superiors from time to time.

DUTIES OF JUNIOR ENGINEER

- 1) Maintenance and repairs of equipments such as cinema projectors, air conditioning plant, Electrical Substation, sound system, all electrical equipments, Transforms, VCB, ACB, D. G. set switch gears, STP, HBD pump for water supply in the complex premises, Fire Fighting and Fire Alarm system, UPS system, EPABX System, C.C.T.V. System, plumbing, civil repairs and computer networking etc.
- 2) Supervision of a) Security services, b) Gardening and landscaping services, c) Cleaning and Housekeeping Services and d) Canteen premises.
- 3) Maintenance of files pertaining to Technical Section and to deal with the correspondence accordingly.
- 4) Supervision and maintenance of Garden and parking lights and all illumination in Kala Academy complex and jetty.
- 5) Follow up and renewal of Annual Maintenance Contract of different utility services.
- 6) Timely maintenance of Auditorium including chairs, stage drapery, curtain mechanisms, Classrooms and other area in the complex.
- 7) Preparation and issuance of weekly duty chart for Technical staff.
- 8) Maintenance of entire complex building, repairs, painting, Dinanath Mangeshkar Kala Mandir, Open Air Auditorium, Black Box, Rehearsal Hall Art gallery, Foyer Area, library, Classrooms like Indian and Western Music, Administrative Block, cabins of all officers, Chamber of Chairman, Vice Chairman etc. and residential quarter at Porvorim.

- 9) Technical Support, assistance and to liaise with the organizers and public for holding events of local, national and international level with different auditoriums and other venues at Kala Academy.
- 10) Supervision and Erection of mobile stage for Kala Mahotsav, Classical Dance Festival and logistical support for outdoor programmes organized by Kala Academy.
- 11) Technical support for organization of International Film Festival of India, South Asian Film Festival and Marathi Film Festival at Kala Academy.
- 12) To look after the work of Asst Theatre Manager in his absence.
- 13) Any other work assigned by superiors from time to time.

DUTIES OF THEATRE ASSISTANT

- 1) Daily reporting to Junior Engineer and Asstt. Theatre Manger regarding the regular Maintenance of auditorium stage craft auditorium seats, upholstery, curtain mechanism and all other theatre related maintenance work.
- 2) Pre-arrangement of programmes and post programmes in all the auditoriums and other premises for smooth organizing of the programmes.
- 3) Monitoring of the regular display and removal of the boards of programmes in Kala academy Complex.
- 4) To arrange and maintenance of property of Kala Academy in Complex premises like chairs, tables etc in Foyer Area Open Air Auditorium, Rehearsal Hall, Backstage during and after programmes.
- 5) Up keep of the Makeup rooms/green rooms of Auditoriums i.e. D.M.K.M., O.A.A. and Black Box during the programmes to facilitate Artistes.
- 6) To monitor for functioning of all the fitting and fixtures in the auditoriums and other venues.
- 7) Operating of sound system and LCD Projectors.
- 8) Making audio recording as required and maintenance of the said system.
- 9) Daily operation of pipe music system in the complex.
- 10) Looking after and security service and monitoring of security personnel.
- 11) Coordinating for Maintenance of EPABX and telephone system of the complex.
- 12) Coordinating for Maintenance of UPS and fire alarm system.

- 13) Booking of different accommodations in absence of booking clerk and also giving the information and showing the visitors/students complex giving the details of activities of Kala Academy for their case study.
- 14) To work as Team in charge for progarmme.
- 15) Besides any other work assigned by the superiors from time to time.

AC Operator

- Operation of A.C. Plant and maintaining of log book.
- Electrical panel repair of chilled water condenser water and cooling tower and allied equipment of AC plant and system.
- Condenser and chilled water pump repair, service and maintenance.
- A.H.U and FCU Repairs maintenance and service.
- Service and repairs of Split air conditioners in complex.
- Operation of water pumps.
- Generator operation.
- Operation of switch gear in sub-station.
- To work as team incharge for programme.
- Any other work assigned by J.E. and A.T.M. from time to time.

U.D.C.

1. Maintenance of registers of all accommodations.
2. Attending the phone calls of booking party.
3. Preparing of proposal for refund of security deposit.
4. Receiving of correspondence of booking and preparing of estimates of venues and estimates if required.
5. Preparing of pre-receipted bills to Government institutes.

6. Maintaining of bill register Follow up of payment from private and Government booking parties.
7. Enquiry of Technical stage setup for Dinanath Mangeshkar Kala Mandir, Open Air Auditorium and Black Box etc.
- 8 . Any other work assigned by superiors from time to time.

Sound Operator

- Incharge of Audio Visual equipment and cinema projector.
- Operating of sound system as per duty chart of weekly programme in Kala Academy complex and out door performance.
- Dubbing and recording at Black Box and Dinanath Mangeshkar Kala Mandir as per programme.

- Operator of LCD Projector.
- Servicing and maintenance of sound equipment.
- Daily operation of music system in the complex.
- To work as team in charge for programme.
- Any other work assigned by J.E. and A.T.M. from time to time.

Electrical

- Incharge of electrical equipments, switch gears, sub –station DG Set and all electrical installation in Kala Academy complex.
- Designing and to operate light for programme in auditorium.

- Design and operate light for out door programme.
- Electrical panel maintenance, repair and servicing in substation.
- Maintenance and repair of Area light.
- Electrical repair and maintenance in the complex.
- Diesel Generator Operation.
- Maintenance work with megatech engineer for U.P.S.
- Electrical maintenance of motor and starter in pump house.
- To work as team incharge for programme
- Any other work assigned by J.E. and A.T.M. from time to time.

Junior Stenographer

- i. Correspondence Register.
 - ii. File Movement Register of Technical and Accommodation.
 - iii. Noting Register.
 - iv. Settlement of Credit and Advance Bill Register.
 - v. General Bills Book Register.
- Maintenance of all the files of Accommodation and Technical Section.
 - To receive the correspondence of Accommodation and Technical Section and enter in the correspondence register.
 - To receive the files of Technical and Accommodation section and enter in the file movement register.
 - Dictation and typing work of Technical section & Accommodation Section.
 - Printing of day by day Duty Chart of programme.
 - Filing Miscellaneous Office Order/Note/Circular File etc.
 - Put up of the Bills of Accommodation & Technical Section for payment and enter in the bill register.
 - Monthly Attendance Records of Technical and Accommodation section
 - Sending the fax, mails, letters.
 - Any other work entrusted by J. E., A. T. M. and superiors from time to time.

M.T.S. (Office Work)

1. All section files movement register.
2. Movement of advance and credit bill register.
3. Movement of Noting of Accommodation and Technical Section.
4. Following additional duty of Xeroxing and other work related to Accommodation and Technical Section.
5. Inward-Outward related to Accommodation and Technical Section.
6. Distribution of orders to concern staff & section.
7. Filing of correspondence of Inward and Outward.
8. Updating the Leave on Muster roll.
9. Any other work assigned by superiors from time to time.

Duties of M.T.S.

- 1) Pre-arrangement of programme in different auditoriums and accommodation.
- 2) Repair of chairs and upholstery.
- 3) Assisting Sr. Technical Assistant and Technical assistant for electrical repair and maintenance.
- 4) Assist Sr. Technical Assistant and Technical Assistant to provide stage light and sound set-up in auditoriums and other venues.
- 5) Assisting performing group for Stage setup.
- 6) Assist carpenter cum workshop supervisor for carpentry work and to prepare models of stage sets pertaining to production Repertory Company and School of Drama.
- 7) Cleaning of AHU filters time to time.
- 8) Cleaning of water drainage line during pre monsoon arrangement.

- 9) Attending of duties as attendant in meeting room, Art Gallery, Rehearsal Hall, Jury Preview Theatre, Darya Sangam and any other area as instructed from time to time by the superiors.
- 10) Helping hand for programmes in different auditoriums/venues and for outdoors programmes organized by Kala Academy.
- 11) Erection of Mobile stage for outdoor programmes.

DUTIES OF TECHNICAL ASSISTANT (A.C.)

- Operation of A.C. Plant and maintaining of log book.
- Electrical panel repair of chilled water condenser water and cooling tower and allied equipment of AC plant and system.
- Condenser and chilled water pump repair, service and maintenance.
- A.H.U and FCU Repairs maintenance and service.
- Service and repairs of Split air conditioners in complex.
- Operation of water pumps.
- Generator operation.
- Operation of switch gear in sub-station.
- To work as Team In charge for programme.
- Any other work assigned by J.E. and A.T.M/T.M. from time to time.