

## **Power and duties of its officers and employees**

### **1. Powers & Functions of Authorities-**

#### **a. Chairperson-**

The Chairperson, QCI is a non-executive head of the organization and Chairs the Governing Council and the Governing Body of QCI. (Details mentioned in clause 2.1 of S & F Manual).

#### **b. Secretary General-**

- The Secretary General shall act as the Member Secretary of the Society as per the provision of the Societies Registration Act.
- The Secretary General shall function as the Chief Executive Officer of Quality Council of India and shall have all the executive powers to supervise and manage the technical, administrative and financial functions of the Council as per the rules of Council.
- The Secretary General shall, subject to the provisions of rules and decisions of the Governing Body, exercise general supervision and administrative control over the officers and staff of QCI including delineating their duties and functions.
- The Secretary General shall coordinate and exercise professional leadership in respect of all activities of QCI.
- The Secretary General shall be the appointing authority for various positions in QCI.
- The Secretary General may also delegate his/her powers to officers subordinate to him/her for administrative, financial, legal matters and other issues, as and when the need arises or it is considered absolutely necessary.

**c. CEO/HoDs-**

Each board is headed by a Chief Executive Officer (CEO) who is responsible for its technical and administrative functions. Further, each Division/Dept./Cell/ is headed by a HoD who is responsible for its technical and administrative functions.

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[https://qcin.org/public/uploads/ck-docs/Appendix-IX-Schedule%20of%20Delegation%20of%20Powers%20\(1\).pdf](https://qcin.org/public/uploads/ck-docs/Appendix-IX-Schedule%20of%20Delegation%20of%20Powers%20(1).pdf)

**2. Powers & duties of other employees–**

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**3. Rules/ orders under which powers and duty are derived-**

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**4. Rules/ orders under which powers and duty are Exercised-**

QCI is an autonomous body registered as Society under Societies Registration act XXI of 1860. All the posts of QCI are the posts of the society and these are non-government positions (i.e. QCI does not have any cadre posts). As per the first rules approved by the Government, QCI was mandated to make its own rules. Hence, QCI follows the rules as approved by its Governing Body and the administrative control of QCI is with its Governing Body.

### 5. Work Allocation of QCI Officials (other than SG, QCI)-

S. No.	Board/Div/Dept.	Designation	Name of Official	Key Job Responsibilities
1	All Boards/ Div/ Depts	CEO/ HoD	-	Supervision of overall activities of respective Board/ Division/ Cell/ Department.
2	NABH	Director	Dr. Punam Bajaj	<ul style="list-style-type: none"> <li>➤ Report to CEO, NABH.</li> <li>➤ Operation and management of Accreditation Program and Oversee Education Programs</li> <li>➤ Member Secretary of Appeals Committees</li> <li>➤ Represent and interact with nationally relevant Organization.</li> <li>➤ Assist in formulation of accreditation programs in new areas of accreditation.</li> <li>➤ Promoting patient safety in collaboration with industry leaders.</li> <li>➤ Handle and monitor complaints, appeals, assessors management.</li> </ul>
3	NABH	Joint Director	Ms. Deepti Mohan	<ul style="list-style-type: none"> <li>➤ Report to Senior Director / Director.</li> <li>➤ Designated Quality Manager for NABH. Initiating review and revision of NABH documents and Issuing authority of approved management system documents.</li> <li>➤ Conduct Internal Audit</li> <li>➤ Operation and management of accreditation programs,</li> <li>➤ Manage NABH International.</li> <li>➤ Assist in formulation of accreditation programs in new areas of accreditation.</li> <li>➤ Represent NABH and interact with International/ Regional Accreditation Bodies/ Organizations including ISQua &amp; ASQua.</li> <li>➤ Convener of various technical committees</li> <li>➤ Handle and monitor complaints, appeals, assessors management.</li> </ul>
4	NABCB	Joint Director	Mr. Ajay Kumar Sharma	<ul style="list-style-type: none"> <li>➤ NABCB Accreditation Committee Meetings</li> <li>➤ Coordinating all Work related to IBs &amp; VVBs including; NABCB Assessors' Trainings, Technical Experts, Monitoring &amp;</li> </ul>

				<p>Resource Review, New Accreditation Scheme Development Work, TCs, TFs, WGs, Technical/Policy matters etc., NABCB Fee, RTI, Legal related matters, BIS, ISO/CASCO NMC etc. and ISO / CASCO Standards</p> <ul style="list-style-type: none"> <li>➤ Work related to Technical Regulations/QCO, Govt. / PSUs tenders, NABCB MoU, Agreements, Contracts etc.</li> <li>➤ Liaisoning work with Govt. Ministries, Departments, Bodies etc.</li> </ul>
5	NABCB	Joint Director	Mr. Anand Deep Gupta	<ul style="list-style-type: none"> <li>➤ NABCB Board Meetings/ Management Review &amp; Annual Budgets.</li> <li>➤ NABCB Quality System, Documentation, Internal Audits, Internal Audit Committee, Peer Evaluations etc.</li> <li>➤ Coordinating all Work related to CBS such as Accreditation Operations, Cross Frontier Assessments, Business Development, New Accreditation Scheme Development Work, TCs, TFs, WGs, Technical/Policy matters etc.</li> <li>➤ IAF ILAC, APAC Ballots &amp; Comments</li> <li>➤ NABCB Accreditation Logo/Mark, IAF/ ILAC Mark related work.</li> <li>➤ Work related to International Dev. Agencies (GiZ, PTB, UNIDO etc.), SAARC/ SEGA, FSSAI, CODEX, FAO, ISO / CASCO Standards (relevant to CBs)</li> </ul>
6	NABET	Senior Director	Mr. A K Jha	<ul style="list-style-type: none"> <li>➤ Overall supervision of the work of EIA Vertical</li> <li>➤ Business area development</li> </ul>
7	NABET	Director	Dr. Indrajit Bhattacharya	<ul style="list-style-type: none"> <li>➤ Supervising the work related to Lean Manufacturing Scheme, Virtual Quality Conclave (VQC), conduct of webinars,</li> <li>➤ Dealing with Maturity Assessment Model for EdTech tools &amp; Assessment of IUSSTF, NCIIPC Project in Cyber Security, etc</li> </ul>
8	NABET	Joint Director	Mr. Anurag Rastogi	<ul style="list-style-type: none"> <li>➤ LMCS Scheme (SPOC for the scheme), Accreditation of LSP and HAH Consultant Organization Scheme</li> <li>➤ Coordinating work related to Ranking and Grading of Polytechnics – Odisha and Technical Vocational Education and Training (TVET) - EAC Partnering States</li> <li>➤ Quality Audit of Training Program Conducted by ISTM</li> </ul>

				<ul style="list-style-type: none"> <li>➤ Handling Administrative Work related to NABET board meeting etc.</li> </ul>
9	PAD Division	Joint Director	Mr. C S Sharma	<ul style="list-style-type: none"> <li>➤ Assisting HoD in overall management of the Division</li> <li>➤ Coordinating the activities related to Management of voluntary certification schemes in PADD</li> </ul>
10	ZED	Director	Dr. Ramanand N. Shukla	<ul style="list-style-type: none"> <li>➤ Assisting HoD in overall management of the Division</li> <li>➤ MSME Sustainable (ZED) Certification, MoMSME</li> <li>➤ Coordinating the activities related to Defence Vendor Assessment (DRDO and DGQA, MoD), ODOP, GoUP, SAATHI, NIDHI &amp; STAR CLASSIFICATION, MoT, DGCIS etc.</li> </ul>
11	ZED	Joint Director	Mr. Mohit Singh	<ul style="list-style-type: none"> <li>➤ Handling work related to MSME Sustainable (ZED) Certification Scheme, MoMSME, SAATHI Scheme, MoT, NIDHI and Star Classification, MoT, One District One Product (ODOP), GoUP</li> </ul>
12	TCB	Joint Director	Mr. Ranvijay Bihari	<ul style="list-style-type: none"> <li>➤ Coordinating with all Boards/ Divisions/ Cells of QCI for TCB/ eQuest</li> </ul>
13	PPID & RTI	Director	Dr. Hari Prakash	<ul style="list-style-type: none"> <li>➤ CPIO.</li> <li>➤ Supervising the activities of PPID Human Resource division.</li> <li>➤ Supporting, coordinating and supervising PPID team members about the new projects.</li> </ul>
14	NABL	Sr. Director	Mr. Avijit Das	Head- Incoming Applications (ISO/ IEC 17025), New Projects, Operations (Testing), Operations (Calibration), Geotechnical (IGS) & Integrated Assessment
15	NABL	Director	Ms. Mallika Gope	QA, PTP & RMP Program
16	NABL	Director	Mr. Srikanth R.	Head-Operation (Calibration), Assessors Training and Monitoring
17	NABL	Director	Mrs. Anuja Anand	Head-Operation (Testing)
18	NABL	Director	Mr. Pankaj Johri	Head-Operation (Medical)
19	NABL	Joint Director	Ms. Ritu Kulshrestha	Responsible for overall management of the operation of accreditation systems relating to CAB accreditation as per ISO 15189.

20	NABL	Joint Director	Ms. Sunita Rawat	Incoming Applications
21	NABL	Joint Director	Ms. Anita Rani	Accreditation of PTP & RMP, QA, Assessor training and M(EL)T
22	NABL	Joint Director	Mr. Vikas Kumar Jaiswal	Accreditation of Testing Laboratories, Accounts, HR & Admin, Complaints, Grievances and RTI
23	NABL	Joint Director	Ms. Gayathri S	Handling Incoming Applications operations of accreditation programmes (Medical):
24	NABL	Joint Director	Ms. Devaki Devi Mandava	Responsible for management of the operation of accreditation committee on regular basis with the following responsibilities:
25	NABL	Joint Director	Mr. Vinay Kumar Tyagi	Work related to Operations (Testing)
26	NABL	Joint Director	Mr. Ramprasath. R	International Affairs, Regulatory Compliance and Competency Management
27	All Boards/ Div./ Dept.	Officials below the level of Joint Director		Supporting Directors & Joint Directors in the assigned scope of work by acting as Team leads / team associates/ supporting staff etc.