

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./2022/00/001/ A-786

Date: 1 MAR 2022

OFFICE ORDER

The following faculty members are hereby assigned responsibility of Associate Dean, HoD & other mentioned portfolios w.e.f. from 1st March 2022 to till further orders:

S.No.	Assigned portfolios	Name of faculty members
1.	HoD, Electrical Engineering	Dr. Sourav Bose, Assistant Professor (Gr-II), Dept. of Electrical Engg.
2.	Associate Dean, Academics Affairs (UG)	Dr. Maheep Singh, Assistant Professor (Gr-II) Dept. of Computer Science & Engg.
3.	Associate Dean, Academics Affairs (PG)	Dr. Saroj Ranjan De, Assistant Professor (Gr-I) Dept. of Chemistry.
4.	Associate Dean, Planning & Development-1	Dr. Aditya Kumar Anupam, Assistant Professor (Gr-I), Dept. of Civil Engg.
5.	Associate Dean, Planning & Development-2	Dr. Prakash Dwivedi, Assistant Professor (Gr-I), Dept. of Electrical Engg.
6.	Associate Dean, Research & Consultancy	Dr. Pawan Kumar Rakesh, Assistant Professor (Gr-I), Dept. of Mechanical Engg.
7.	Associate Dean, Student Welfare	Dr. Siva Kumar Tadepalli, Assistant Professor (Gr-I), Dept. of Electronics Engg.
8.	Associate Dean, Faculty Welfare	Dr. Vinod Singh Yadav, Assistant Professor (Gr-I), Dept. of Mechanical Engg.
9.	Professor In charge- Training and Placement	Dr. Hariharan Muthusamy, Associate Professor, Dept. of Electronics Engg.
10.	Chairman, IPC & Faculty Incharge Procurement	Dr. Tajinder Singh Arora, Assistant Professor (Gr-I), Dept. of Electronics Engg.
11.	Chairman - Library, learning resource material generation & distance learning	Dr. Jagrati Sahariya, Assistant Professor (Gr-I), Dept. of Physics
12.	Chairman, ICC	
13.	Assistant Librarian	Dr. Pankaj Kandwal, Assistant Professor (Gr-I), Dept. of Chemistry
14.	Coordinator-MoE activities	Dr. Rakesh Kumar Mishra, Assistant Professor (Gr-I), Dept. of Chemistry

Beside this, Dr. Renu Bhadola Dangwal will compile the all Institute related data like research publication, patent etc. on monthly basis and submit the report to Hon'ble Director.

All those faculty members who were looking after abovementioned responsibilities are hereby requested to assist those faculty members (for atleast two months) to whom responsibilities are assigned vide this Office Order. Brief responsibility chart is also annexed with this order.

This Office Order will supersede all earlier Office Order related to these responsibilities.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. All employees- through email
2. All Dean's/ Associate Dean's/HoD's/Section Head's
3. Assistant Registrar (Estt.)
4. Personal file of individual concern
5. Coordinator (Website) – for update on the Institute website.
6. Office of the Director
7. Office of the Registrar
8. Guard file – for record only

S.No.	Portfolios	Brief Duties & Responsibilities
1.	Associate Dean, Academics Affairs (UG)	He/She will assist Dean (Academics Affairs) in following matters:
2.	Associate Dean, Academics Affairs (PG)	<ul style="list-style-type: none"> a) Admission and enrolment of students; b) Finalization of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work; c) Conduct of class tests and co-coordinating the finalization of sessions evaluation and for ensuring the timely declaration of results. d) Supervision of the maintenance of up to date academic records of all categories of students. e) Publication and distribution of the syllabi f) Organizing meeting of all the Institute level academic bodies; g) Arranging the issue of all academic certificates, medals and prizes to the students; h) To arrange or conduct of those examinations which are to be conducted by the Institute as stipulated in the Institute regulations; i) To formulate policies for the conduct or research and steps to maintain suitable standard by implementing the Board of Governors/ Senate decision. j) To execute the policy of the Senate in the conduct of P.G., Ph.D. and other research programmes including the examinations of the thesis. k) To co-ordinate for the conduct of Convocation. l) All proposals to modify the teaching programmes will be considered by BOAC, for which Dean (Academic) i.e. the Chairman and if approved will be sent to the Senate for formal approval. m) To admit sponsored Early Faculty Indication Programmed and Quality Improvement Programme candidates. n) To suggest Dean to take suitable steps from time to time to strive for the high academic standards. o) Any other tasks assigned by concern Dean/authorities of the Institute.
3.	Associate Dean, Planning & Development-1	He/she will assist the Dean (P&D) in following:
4.	Associate Dean, Planning & Development-2	<ul style="list-style-type: none"> a) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up the submission of plan & estimates related to Civil, electrical, Works, sanitary, network systems, etc.. b) Maintenance of all necessary statistical data regarding plan & projects required for compilation of various reports periodically required to be sent to Ministry of Education and other agencies. c) Monitoring the physical targets and utilization of funds in respect of Projects & Consultancy and in the preparation of relevant papers for submission of progress report. d) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regards; e) In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of Institute and to ensure submission of progress reports; f) In coordinating the formulation and conduct of non-formal and continuing education and extension programmes. g) To arrange for the agenda and organization of the meeting for procurement of equipment related to projects and testing & consultancy. h) Providing necessary data for the budget and new estimates & plans to the Building & Works Committee to the Dean (P&D). i) Any other tasks assigned by concern Dean/authorities of the Institute
5.	Associate Dean, Research & Consultancy	<p>He/she will advise the Dean in matters related to:</p> <ul style="list-style-type: none"> a) Frame rules for industrial sponsored research and consultancy. b) Create and maintain database regarding faculty expertise. c) Facilitate through his/her office faculty in procuring equipments necessary to conduct research/consultancy work recruitment of project staff. d) Coordinate co- curricular activities (technical festivals quizzes etc.) for the students. e) Provide guidance of submitting proposals to funding agencies such as Department of Science and Technology (DST), Bhabha Atomic Research Centre (BARC), Board of Research in Nuclear Sciences (BRNS), Indian Space Research Organisation (ISRO), Defence Research and Development Organisation (DRDO), Aeronautics Research and Development Board (AR&DB), Ministry of Information Technology, etc. f) Any other tasks assigned by concern Dean/authorities of the Institute

Handwritten signature

6.	Associate Dean, Student Welfare	<p>He/she will assist the Dean (SW) in following matters:</p> <ol style="list-style-type: none"> He/she will assist in organizing the students counseling. He/she will be responsible for the publication of students Magazine, News, Bulletins, News letters, Annual report etc. He/she will advise the Director in matters related to students discipline and welfare. He/she will assist the Director in matters related to the Students Union/ Association/Council. He/she will co-ordinate the NCC, NSS, Games Swimming Pool, Sports, Cultural and Co-curricular and Extra-curricular activities of the students. He/she will keep a record of Alumni and correspond with them. He/she will conduct the enquires of students indulged in indiscipline. He/she will correspond with Parents/Guardians of students about their progress and individual problems/welfare. Any other tasks assigned by concern Dean/authorities of the Institute
7.	Associate Dean, Faculty Welfare	<p>He/she will advise the Dean(FW) in matters related to:</p> <ol style="list-style-type: none"> Deputation of faculty to various institutions under Quality Improvement Programme. He/she will advise the Dean for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching/ training assignments etc. He/she will assist Dean to chair the committee meeting of the evaluating of papers submitted of to be submitted to the conferences seminar by the faculty members. He/she will assist the Dean in organizing training programmes for faculty. He/she will assist the Dean in the supervision of the construction and the maintenance work of buildings; roads water supply, sanitation, lawns and gardens, communication networks, water collers, air conditioners, telephones, etc. He/she will assist the Dean in maintaining the discipline and work ethos among the various departments and between the faculty members. He/she will assist the Dean in maintaining the high academic standards and achieving academic excellence in the situation. Supervision over faculty discipline, integrity and commitment. Any other tasks assigned by concern Dean/authorities of the Institute
8.	Professor In charge- Training and Placement	<ol style="list-style-type: none"> Professor In charge- Training and Placement will be responsible for all Training & Placement related activities of the Institute. Any other tasks assigned by concern Director of the Institute
9.	Chairman, IPC & Faculty Incharge Procurement	<p>Faculty Incharge Procurement will be responsible for following matters:</p> <ol style="list-style-type: none"> Preparation of Institute procurement manual on or before 30th March 2022. Proper implementation/procurement of items/assets approved through Annual Procurement Plan and as per instructions of the authorities in time bound manner. Compliance of all rule provisions related to GFR and CVC guidelines in all Institute Procurement. Responsible for all procurement through GeM, CPP , Proprietary item and other suitable provisions in case of emergencies. Any other tasks assigned by authorities of the Institute.
10.	Chairman, Library, learning resource material generation & distance learning	<ol style="list-style-type: none"> Responsible for all library, learning resource material generation & distance learning related matters Any other tasks assigned by authorities of the Institute.
11.	Chairman, ICC	Responsible for all ICC related activities.
12.	Assistant Librarian	<ol style="list-style-type: none"> Responsible for all library related matters under the supervision of Chairman Library. Any other tasks assigned by Chairman-Library/authorities of the Institute
13.	Coordinator-MoE activities	<ol style="list-style-type: none"> Responsible for all MOE related activities with proper documentation and record keeping.. Any other tasks assigned by authorities of the Institute

169