

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No.NITUK/Estt./OO/2024/001/A-62

Date: 23/04/2024

OFFICE ORDER

In supersession of earlier Office Order No.NITUK/Estt./OO/2024/001/A-31 dated 12/04/2024, the revised responsibilities issued through various Office Orders, the following new responsibilities are hereby assigned to the Faculty & Non-Faculty members w.e.f. 01/05/2024:

A. OFFICE OF DEAN (ACADEMICS)		
Responsibility	Name & Designation	Reporting Officer
Dean (Academics)	Dr. Jagrati Sahariya, <i>Associate Professor (Physics)</i>	Director
1) Associate Dean (Academic-UG)	Dr. Prakash Dwivedi, <i>Associate Professor (EEE)</i>	Dean (Academics)
2) Associate Dean (Academic-PG)	Dr. Niraj Kumar Mishra, <i>Assistant Professor (Gr-I)-ME</i>	Dean (Academics)
3) Nodal Officer (Scholarship)	Dr. Muskan Mayank, <i>Assistant Professor (Gr-II)-CIV</i>	AD (UG & PG)
4) Nodal Officer (NAD)		
5) Chairman (Library, Learning Resource Material Generation & Distance Learning)	Dr. Kranti Gyanchand Jain, <i>Associate Professor (CIV)</i>	Dean (Academics)
6) Coordinator (Time Table and Class Room Infrastructure Management)	Dr. Saroj Ranjan De, <i>Associate Professor (CH)</i>	Dean (Academics)
7) Coordinator (Student Admission, Registration)	Dr. Pawan Kumar Rakesh, <i>Assistant Professor (Gr-I)-ME</i>	Dean (Academics)
8) Coordinator (Examination)	Dr. Tushar Goel, <i>Assistant Professor (Gr-I)-ECE</i>	Dean (Academics)
9) Coordinator (Convocation)	Dr. I. M. Nagpure, <i>Assistant Professor (Gr-I)-Phy.</i>	Dean (Academics)
10) Coordinator (NBA)	Dr. Prashant Tiwari, <i>Assistant Professor (Gr-II)-ME</i>	Dean (Academics)
11) Coordinator (Virtual Lab Nodal Centre)	Dr. Amardeep, <i>Assistant Professor (Gr-II)-CIV</i>	Dean (Academics)
12) Coordinator (NATS)	Dr. Sneha Chauhan, <i>Assistant Professor (Gr-II)-CSE</i>	Dean (Academics)
13)(a) Coordinator (INFLIBNET)	Dr. Kamal Kant Tiwari, <i>Assistant Professor (Gr-I)-CH</i>	Dean (Academics)
(b) Co-Coordinator (INFLIBNET)	Dr. Tripurari Nath Gupta, <i>Assistant Professor (Gr-II)-EEE</i>	Coordinator (INFLIBNET)

Responsibility of the Office of Dean (Academics):

- a) Dean shall be responsible for timely submission of all data to the respective online portal of the Institute/MoE etc. related to above Coordinators and his/her section.
- b) Admission and enrolment of students;
- c) Finalization of academic calendar, time-table, registration of students for course work and examination, class room arrangements and all other requirement for proper conduct of class work;
- d) Conduct of class tests, final examinations and co-coordinating the finalization of sessions evaluation and for ensuring the timely declaration of results.
- e) Supervision for the maintenance of up to date academic records of all of students in print and digital form online.
- f) Publication and distribution of the syllabi and Institute brochure.
- g) Organising meeting of all the Institute level academic bodies including Senate.
- h) Arranging the issue of all academic certificates, medals and prizes to the students;
- i) Formulating proposal for new courses and organizing meetings of faculty members and external experts for this purpose Dean will purpose increase/decrease of intake.
- j) To arrange or conduct of those examinations which are to be conducted by the Institute as stipulated in the Institute regulations;
- k) To formulate policies for the conduct or research and steps to maintain suitable standard of teaching learning by implementing the Board of Governors/ Senate decisions.
- l) 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 and uploading the same on Sodh Ganga Portal/Institute website.
- m) All proposals to modify the teaching programmes will be considered by BOAC, for which Dean (Academics) is Chairman and if approved will be sent to the Senate for formal approval.
- n) To admit sponsored Early Faculty Induction Programmes and Quality Improvement Programme candidates.
- o) To suggest to Director to take suitable steps from time to time to strive for the high academic standards.
- p) To co-ordinate the conduct of Convocation.
- q) Implementation of NEP-2020;
- r) To coordinate activities for NBA/Academic Audit or NAAC.
- s) Any other work as and when assigned by the competent authority.

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B. OFFICE OF DEAN (PLANNING AND DEVELOPMENT)																														
Responsibility	Name & Designation	Reporting Officer																												
Dean (Planning and Development)	Prof. Vivek Shrivastava, <i>Professor (EEE)</i>	Director																												
1) Associate Dean (P&D-1)	Dr. Bibhash Kumar, <i>Assistant Professor (Gr-II)-CIV</i>	Dean (P&D)																												
2) Associate Dean (P&D-2)	Dr. Mahiraj Singh Rawat, <i>Assistant Professor (Gr-I)-EEE</i>	Dean (P&D)																												
3) Institute Level Project Monitoring Committee (ILPMC): <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">a) Dean (Planning and Development)</td> <td style="width: 60%;">– Chairman</td> </tr> <tr> <td>b) Dean (Student Welfare)</td> <td>– Member</td> </tr> <tr> <td>c) Dean (Faculty Welfare)</td> <td>– Member</td> </tr> <tr> <td>d) HoD (Civil Engineering)</td> <td>– Member</td> </tr> <tr> <td>e) Associate Dean (P&D-1)</td> <td>– Member</td> </tr> <tr> <td>f) Project Technical Advisor (external)</td> <td>– Member</td> </tr> <tr> <td>g) Registrar</td> <td>– Member Secretary</td> </tr> </table> <p>The Primary role of the ILPMC is as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">1) Phasing of construction activities.</td> <td></td> </tr> <tr> <td>2) Recommend any modification/deviation in the approved planning and execution strategy.</td> <td></td> </tr> <tr> <td>3) Monitor the routine progress of construction activities.</td> <td></td> </tr> <tr> <td>4) Monitor flow of und for the construction activities.</td> <td></td> </tr> <tr> <td>5) Liaisoning with construction agency for timely resolve the routine issue.</td> <td></td> </tr> <tr> <td>6) Advise of items requiring immediate intervention of Competent Authority/BWC.</td> <td></td> </tr> <tr> <td>7) Other responsibility assigned by the Chairman, BWC from time to time.</td> <td></td> </tr> </table>			a) Dean (Planning and Development)	– Chairman	b) Dean (Student Welfare)	– Member	c) Dean (Faculty Welfare)	– Member	d) HoD (Civil Engineering)	– Member	e) Associate Dean (P&D-1)	– Member	f) Project Technical Advisor (external)	– Member	g) Registrar	– Member Secretary	1) Phasing of construction activities.		2) Recommend any modification/deviation in the approved planning and execution strategy.		3) Monitor the routine progress of construction activities.		4) Monitor flow of und for the construction activities.		5) Liaisoning with construction agency for timely resolve the routine issue.		6) Advise of items requiring immediate intervention of Competent Authority/BWC.		7) Other responsibility assigned by the Chairman, BWC from time to time.	
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4) Faculty Incharge Procurement (FIP)	Dr. Hardeep Kumar, <i>Associate Professor (Phy.)</i>	Dean (P&D)																												
5)(a) Head (Central Computer Centre)	Dr. Surendra Singh, <i>Assistant Professor (Gr-II)-CSE</i>	Dean (P&D)																												
(b) Co-Coordinator (Central Computer Centre)	Dr. Jaiverdhan, <i>Assistant Professor (Gr-II)-ECE</i>	Head (Central Computer Centre)																												
6) Coordinator (Campus Networking, Telephone, CCTV)	Dr. Nitanshu Chauhan, <i>Assistant Professor (Gr-II)-ECE</i>	Dean (P&D) & Head (CCC)																												
7) Coordinator (Outsource Manpower)	Dr. Nitin Sharma, <i>Assistant Professor (Gr-I)-Math</i>	Dean (P&D)																												
8) Coordinator (Security Manpower)	Dr. Manvendra Singh Khatri, <i>Associate Professor (Phy.)</i>	Dean (P&D)																												
9) Coordinator (MERITE/TEQIP-IV)	Dr. Dharmendra Tripathi, <i>Associate Professor (Math)</i>	Dean (P&D)																												
10) Coordinator (ERP)	Dr. Abhimanyu Kumar, <i>Assistant Professor (Gr-I)-CSE</i>	Dean (P&D)																												
11) Nodal Officer (BNS)																														
12)(a) Coordinator (Video Conferencing, E-Classrooms)-Buyer	Dr. Saroj Ranjan De, <i>Associate Professor (CH)</i>	Dean (P&D)																												
(b) Co-Coordinator (Video Conferencing, E-Classrooms)-Indenter	Dr. Sneha Chauhan, <i>Assistant Professor (Gr-II)-CSE</i>	Coordinator (E-Class Room)																												
13)(a) Coordinator (Faculty House)	Dr. Shashi Narayan, <i>Assistant Professor (Gr-I)-CIV</i>	Dean (P&D)																												
(b) Supervisor-I (Faculty House)	Mr. Anoop Sharma, <i>Superintendent (Accounts)</i>	Coordinator (Faculty House) – Functional																												
(c) Supervisor-II (Faculty House)	Mr. Praveen Kumar Manwal, <i>Superintendent</i>																													
(d) Care Taker (Faculty House)	Mr. Manoj Kumar, <i>Junior Assistant</i>																													
14)(a) Estate Officer	Dr. Bibhash Kumar, <i>Assistant Professor (Gr-II)-CIV</i>	Dean (P&D)																												
(b) Superintendent (Estate Office)	Mr. Sumit Kumar, <i>Junior Engineer (Electrical)</i>	Estate Officer-Functional																												
(c) Senior Assistant (Estate Office)	Mrs. Beena Rawat, <i>Senior Assistant</i>	Estate Officer-Functional																												
<u>Responsibility of the Office of Dean (Planning and Development):</u>																														
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B. OFFICE OF DEAN (PLANNING AND DEVELOPMENT)

Responsibility	Name & Designation	Reporting Officer
b) The Chairman, ILPMC will discuss progress of construction project periodically. c) To coordinate with State Govt. on issues of land, road, water & electricity. d) To draft Institute budget in consultation with Director; and Planning of new building infrastructure. e) Allocation/Re-allocation of constructed area in consultation with the Director. f) The maintenance work of buildings; roads, water supply, sanitation, air conditioners, telephones, etc. g) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals and submission of plan & estimates related to Civil, electrical, works, sanitary, network systems, etc. h) Maintenance of all necessary statistical data regarding projects required for compilation of various reports periodically required to be sent to Ministry of Education and other agencies. i) Monitoring the physical targets and utilization of funds in respect of purchase and construction projects and preparation of relevant papers of submission of progress report. j) To arrange for the agenda and organization of the meeting for procurement of equipment. k) Providing necessary data and new estimates & plans to the Building & Works Committee and draw agenda for Building and Works Committee (BWC). l) To coordinate purchase between HoDs, Store Section and FIP. m) Dean (P&D) will Chair Institute Purchase Committee meetings with FIP as Member Secretary. n) Any other work as and when assigned by the competent authority.		

C. OFFICE OF DEAN (FACULTY WELFARE)

Responsibility	Name & Designation	Reporting Officer												
Dean (Faculty Welfare)	Prof. Vimal Sharma, <i>Professor (Physics)</i>	Director												
1) Advisory Committee on Faculty Recruitment (ACoFAR): <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">a) Dean (Faculty Welfare)</td> <td style="width: 60%;">– Chairman</td> </tr> <tr> <td>b) Dean (Planning & Development)</td> <td>– Member</td> </tr> <tr> <td>c) Dean (Academic)</td> <td>– Member</td> </tr> <tr> <td>d) Dean (Student Welfare)</td> <td>– Member</td> </tr> <tr> <td>e) Dean (International Affairs & Alumni)</td> <td>– Member</td> </tr> <tr> <td>f) Dr. Hariharan Muthusamy</td> <td>– Member Secretary</td> </tr> </table> <p>The Committee shall discharge the following functions as per the spirit of Schedule-E of NIT Statutes:</p> <ol style="list-style-type: none"> 1) Examine and advise on distribution of faculty positions among various departments. 2) Proactively search for faculty candidates in India and abroad. 3) Assist the Director in examining, short listing criteria and preparing panels of short listed candidates submitted by departments; 4) Examine and recommend proposals for deviation in age, formal qualifications, industry experience or any other criterion or guideline; 5) Reservation of positions for specialization or sub-specialization and rank of faculty to be inducted; and 6) To implement the reservation roster as per the MoE/DOPT guidelines. 7) Proactively search for candidates from reserved categories, and if not available after repeated attempts, prepare proposals for de-reservation in accordance with the relevant rules & regulations. 8) The ACoFAR will discharge its remaining functions as per the procedure elaborated in the MoE letter vide F.No.33-9/2011-TS.III dated 15/01/2014 (page 14 to 17). 			a) Dean (Faculty Welfare)	– Chairman	b) Dean (Planning & Development)	– Member	c) Dean (Academic)	– Member	d) Dean (Student Welfare)	– Member	e) Dean (International Affairs & Alumni)	– Member	f) Dr. Hariharan Muthusamy	– Member Secretary
a) Dean (Faculty Welfare)	– Chairman													
b) Dean (Planning & Development)	– Member													
c) Dean (Academic)	– Member													
d) Dean (Student Welfare)	– Member													
e) Dean (International Affairs & Alumni)	– Member													
f) Dr. Hariharan Muthusamy	– Member Secretary													
2) Advisory Committee on Non-Faculty Recruitment (ACoNFAR): <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">a) Dean (Faculty Welfare)</td> <td style="width: 60%;">– Chairman</td> </tr> <tr> <td>b) Dean (Planning & Development)</td> <td>– Member</td> </tr> <tr> <td>c) Dean (Academic)</td> <td>– Member</td> </tr> <tr> <td>d) Dean (Student Welfare)</td> <td>– Member</td> </tr> <tr> <td>e) Registrar</td> <td>– Member</td> </tr> <tr> <td>f) Assistant Registrar (Estt.)</td> <td>– Member Secretary</td> </tr> </table>			a) Dean (Faculty Welfare)	– Chairman	b) Dean (Planning & Development)	– Member	c) Dean (Academic)	– Member	d) Dean (Student Welfare)	– Member	e) Registrar	– Member	f) Assistant Registrar (Estt.)	– Member Secretary
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d) Dean (Student Welfare)	– Member													
e) Registrar	– Member													
f) Assistant Registrar (Estt.)	– Member Secretary													
3) Associate Dean (FW)	Dr. Abhimanyu Kumar, <i>Assistant Professor (Gr-I)-CSE</i>	Dean (Faculty Welfare)												
4)(a) Coordinator (Social Media Cell)	Dr. Surendra Singh, <i>Assistant Professor (Gr-II)-CSE</i>													
(b) Coordinator (Yukti Portal)	Dr. Abhimanyu Kumar, <i>Assistant Professor (Gr-I)-CSE</i>													
5) Coordinator (Community Development Club)	Dr. Pawan Kumar Rakesh, <i>Assistant Professor (Gr-I)-ME</i>	Dean (Faculty Welfare)												
6) Coordinator (Transportation)	Dr. Hitesh Sharma, <i>Assistant Professor (Gr-II)-ME</i>	Dean (Faculty Welfare)												

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C. OFFICE OF DEAN (FACULTY WELFARE)		
Responsibility	Name & Designation	Reporting Officer
7) Coordinator (Medical Services)	Dr. Sourav Bose, <i>Assistant Professor (Gr-I)-EEE</i>	Dean (Faculty Welfare)
8) Coordinator (Institute Annual Report)	Dr. Aditya Kumar Anupam, <i>Assistant Professor (Gr-I)-CIV</i>	Dean (FW)/Registrar
9)(a) Coordinator (Institute Brochure, Newsletter, Magazine-Daily Diary)	Dr. Vivek Kumar, <i>Assistant Professor (Gr-II)-ECE</i>	Dean (Faculty Welfare)
(b) Member (Institute Brochure, Newsletter, Magazine-Daily Diary)	Dr. Anant Milan Khalkho, <i>Assistant Professor (Gr-II)-EEE</i>	Coordinator (Institute Brochure, Newsletter, Magazine-Daily Diary)
10) Coordinator (Public Relation and Media Cell)	Dr. Dheerendra Bahadur Singh, <i>Assistant Professor (Gr-I)-Math</i>	Dean (Faculty Welfare)
11)(a) Coordinator (Hindi Cell)		
(b) Co-Coordinator (Hindi Cell)	Dr. Ravinder Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	Coordinator (Hindi Cell)
(c) Member (Hindi Cell)	Dr. Muskan Mayank, <i>Assistant Professor (Gr-II)-CIV</i>	Coordinator (Hindi Cell)
(d) Hindi Typist (Hindi Cell)	Mr. Gaurav Singh Negi, <i>Junior Assistant</i>	Coordinator (Hindi Cell)
<u>Responsibility of the Office of Dean (Faculty Welfare):</u>		
<p>a) Dean shall be responsible for timely submission of all data to the respective online portal of the Institute/MoE etc. related to above Coordinators and his/her section</p> <p>b) Deputation of faculty to various institutions under Quality Improvement Programme.</p> <p>c) To implement the reservation roster as per the MoE/DOPT guidelines.</p> <p>d) He/she will advise the director for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching/ training assignments etc.</p> <p>e) He/she will chair the committee meeting of the evaluating of papers submitted/to be submitted to the conferences seminar by the faculty members.</p> <p>f) He/she will assist the Director in organizing training programmes for faculty.</p> <p>g) He/she will assist the Director in maintain the discipline and work ethos among the various departments and between the faculty members.</p> <p>h) He/she will assist the Director in maintaining the high academic standards and achieving academic excellence in the Institute.</p> <p>i) Coordinating the formulation and conduct of non-formal and continuing education and extension programmes.</p> <p>j) Supervision over faculty discipline, integrity and commitment.</p> <p>k) He will decide/recommend PDA claims as per the guidelines approved by the BoG/MoE.</p> <p>l) He will assist Director for creation of new faculty and non-faculty positions.</p> <p>m) Any other work as and when assigned by the competent authority.</p>		

D. OFFICE OF DEAN (INTERNATIONAL & ALUMNI AFFAIRS)		
Responsibility	Name & Designation	Reporting Officer
Dean (International & Alumni Affairs)	Dr. Gurinder Singh Brar, <i>Associate Professor (ME)</i>	Director
1) Associate Dean (International & Alumni Affairs)	Dr. Saroj Ranjan De, <i>Associate Professor (CH)</i>	Dean (International & Alumni Affairs)
2) Coordinator (Alumni Affairs)	Dr. Mahiraj Singh Rawat, <i>Assistant Professor (Gr-I)-EEE</i>	Dean (International & Alumni Affairs)
3) Coordinator (National International Institute Collaborations and Networking)	Dr. Hardeep Kumar, <i>Associate Professor (PHY)</i>	Dean (International & Alumni Affairs)
4) Coordinator (Foreign & Interstate Students Admission In-charge (DASA) and SII)	Dr. Anant Milan Khalkho, <i>Assistant Professor (Gr-II)-EEE</i>	Dean (International & Alumni Affairs)
<u>Responsibility of the Office of Dean (International & Alumni Affairs):</u>		
<p>a) Dean shall be responsible for timely submission of all data to the respective online portal of the Institute/MoE etc. related to above Coordinators and his/her section</p> <p>b) Responsibility to keep a track of Alumni and to have vibrant Alumni Association.</p> <p>c) To register Alumni Association and have a tax free account for the same.</p> <p>d) To encourage Alumni for donations, Chair professors, sponsorships etc.</p> <p>e) Encourage Alumni for training of students in soft skills.</p> <p>f) To encourage Alumni for industry interaction, internship and placements of students.</p> <p>g) Any other work as and when assigned by the competent authority.</p>		

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E. OFFICE OF DEAN (STUDENTS WELFARE)		
Responsibility	Name & Designation	Reporting Officer
Dean (Students Welfare)	Dr. Dharmendra Tripathi, <i>Associate Professor (Math)</i>	Director
1) Associate Dean (Student Welfare)	Dr. Kuldeep Sharma, <i>Associate Professor (Math)</i>	Dean (Students Welfare)
2) Coordinator (Student Grievance Redressal Cell)		
3) Coordinator (Spic-Macay)	Dr. Nitin Sharma, <i>Assistant Professor (Gr-I)-Math</i>	Dean (Students Welfare)
4) Coordinator (Institute Canteen)		
5) Coordinator (Unnat Bharat Abhiyan)	Dr. Ravinder Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	Dean (Students Welfare)
6) Nodal Officer (PM Gati Shakti)	Dr. Kranti Gyanchand Jain, <i>Associate Professor (CIV)</i>	Dean (Students Welfare)
7) Nodal Officer (Anti-Ragging)	Assistant Registrar (SW)	Dean (Students Welfare)
8) Coordinator (Cultural and Fine Arts Club)	Dr. Shashank Bhatra, <i>Assistant Professor (Gr-I)-CIV</i>	Dean (Students Welfare)
9) Coordinator (Technical Club including Ek Bharat Shrestha Bharat)	Dr. T. Sudhakar, <i>Assistant Professor (Gr-II)-ME</i>	Dean (Students Welfare)
10) Coordinator (Sports Club, Adventure activities Yuva Tourism, Yoga, Meditation etc.)	Dr. Kuldeep Singh, <i>Student Activity & Sports Officer</i>	Dean (Students Welfare)
11) Coordinator (Literary Club)	Dr. Kusum Sharma, <i>Assistant Professor (Gr-I)-Math</i>	Dean (Students Welfare)
12) Coordinator (Sound System)	Dr. Pankaj Kumar Pal, <i>Assistant Professor (Gr-I)-ECE</i>	Dean (Students Welfare)
13) Coordinator (Film & Photography)	Dr. Tripurari Nath Gupta, <i>Assistant Professor (Gr-I)-ECE</i>	Dean (Students Welfare)
14) Coordinator (Student Mess)	Dr. Deepak Kumar, <i>Assistant Professor (Gr-II)-ME</i>	Dean (Students Welfare)
15)(a) Coordinator (NSS)	Dr. Niraj Kumar Mishra, <i>Assistant Professor (Gr-I)-ME</i>	Dean (Students Welfare)
(b) Co-Coordinator (NSS)	Dr. Prashant Tiwari, <i>Assistant Professor (Gr-II)-ME</i>	Coordinator (NSS)
16)(a) Assistant Registrar (Hostel)	Dr. Vineeta Negi Panwar	Chief Warden–Functional Registrar–Administrative
(b) Superintendent (Hostel) – work as and when required basis	Mrs. Neha Raturi, <i>Technical Assistant (Physics)</i>	Asstt. Registrar (Hostel)–Functional
(c) Junior Assistant (Hostel) – work as and when required basis	Mr. Anil Bhatt, <i>Technician (Chemistry)</i>	
17)(a) Student Activity & Sports Officer	Dr. Kuldeep Singh, <i>Student Activity & Sports Officer</i>	Dean (SW)–Functional & Administrative
(b) Technical Assistant (SASA) – work as and when required basis	Mr. Mohd. Arshad Saify, <i>Technical Assistant (ME)</i>	SAS Officer– Functional
(c) Junior Assistant (Sports) – work in the forenoon	Mr. Rinku, <i>Technician (ME)</i>	
18)(a) Chief Warden	Dr. Pankaj Kandwal, <i>Associate Professor (Chemistry)</i>	Director/Dean (SW)
(b) Warden (Ganga), Hostel–1	Dr. Sarika Pal, <i>Assistant Professor (Gr-I)–ECE</i>	Chief Warden
(c) Warden (Yamuna), Hostel–2	Dr. Kamal Kant Tiwari, <i>Assistant Professor (Gr-I)-CH</i>	
(d) Warden (Mandakini), Hostel–3	Dr. Sarita Yadav, <i>Assistant Professor (Gr-II)–ECE</i>	
(e) Warden (Saraswati), Hostel–4	Dr. Deepak Kumar, <i>Assistant Professor (Gr-II)-ME</i>	
(f) Warden (Bhagirathi), Hostel–5	Dr. Dungali Sreehari, <i>Assistant Professor (Gr-I)-ME</i>	
(g) Warden (Bhilangana), Hostel–6	Dr. Sneha Chauhan, <i>Assistant Professor (Gr-II)-CSE</i>	
(h) Warden (Pinder), Hostel–7	Dr. Dheerendra Bahadur Singh, <i>Assistant Professor (Gr-I)-Math</i>	
(i) Warden (Alaknanda), Block-A	Dr. Amardeep, <i>Assistant Professor (Gr-II)-CIV</i>	
(j) Warden (Sarayu), Block-B	Dr. T. Sudhakar, <i>Assistant Professor (Gr-II)-ME</i>	

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E. OFFICE OF DEAN (STUDENTS WELFARE)		
Responsibility	Name & Designation	Reporting Officer
<u>Responsibility of the Office of Dean (Students Welfare):</u>		
<p>a) Dean shall be responsible for timely submission of all data to the respective online portal of the Institute/MoE etc. related to above Coordinators and his/her section</p> <p>b) Responsibility for effective students counseling 24x7.</p> <p>c) Responsible for appointment of Chief Warden, Wardens and regular meetings with them to address students problems.</p> <p>d) Coordinate co- curricular activities (technical festivals quizzes etc.) for the students.</p> <p>e) Responsibility for the publication of students Magazine, News, Bulletins, Newsletters etc.</p> <p>f) Responsibility for maintaining students discipline and welfare.</p> <p>g) To address all issues of ragging by implementing no ragging policy of GoI.</p> <p>h) Responsibility to co-ordinate the NCC, NSS, Games Swimming Pool, Sports, Cultural and Co- curricular and Extra- Curricular activities of the students.</p> <p>i) Responsibility to conduct the enquires of students indulged in indiscipline and responsibility for overall discipline of students.</p> <p>j) Dean (SW) will be Chairman of Student Discipline Committee and to address student grievances.</p> <p>k) Responsibility for students allocation of hostels, mess affairs etc.</p> <p>l) Responsibility to coordinate all sports activity.</p> <p>m) To draft and implement student Hostel and Conduct Policy and to make students aware of it.</p> <p>n) Any other work as and when assigned by the competent authority.</p>		

F. OFFICE OF DEAN (RESEARCH AND CONSULTANCY)		
Responsibility	Name & Designation	Reporting Officer
Dean (Research and Consultancy)	Dr. Sanat Agrawal, <i>Associate Professor (ME)</i>	Director
1) Associate Dean (Research and Consultancy)	Dr. Shashank Bhatra, <i>Assistant Professor (Gr-I)-CIV</i>	Dean (Research and Consultancy)
2)(a) Coordinator (Innovation and Incubation)	Dr. Pankaj Kumar Pal, <i>Assistant Professor (Gr-I)-ECE</i>	Dean (Research and Consultancy)
(b) Member (Innovation and Incubation)	Mr. Himesh Kumar, <i>Trainee Teacher-EEE</i>	Coordinator (Innovation and Incubation)
3) Coordinator (Industry Institute Interaction and Brand Building)	Dr. Tripurari Nath Gupta, <i>Assistant Professor (Gr-I)-EEE</i>	Dean (Research and Consultancy)
4)(a) Coordinator (IPR Cell)	Dr. Pankaj Kumar Pal, <i>Assistant Professor (Gr-I)-ECE</i>	Dean (Research and Consultancy)
(b) Member (IPR Cell)	Dr. Ravinder Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	Coordinator (IPR Cell)
5) IIC Ambassadors	Dr. Pankaj Kumar Pal, <i>Assistant Professor (Gr-I)-ECE</i>	Dean (Research and Consultancy)
	Mr. Himesh Kumar, <i>Trainee Teacher-EEE</i>	
	Dr. Prashant Tiwari, <i>Assistant Professor (Gr-II)-ME</i>	
	Dr. Tripurari Nath Gupta, <i>Assistant Professor (Gr-II)-EEE</i>	
	Dr. Shashank Bhatra, <i>Assistant Professor (Gr-I)-CIV</i>	
6) Coordinator (Startup)	Dr. Prashant Tiwari, <i>Assistant Professor (Gr-II)-ME</i>	Dean (Research and Consultancy)
7) Nodal Officer (BIS)	Dr. Amardeep, <i>Assistant Professor (Gr-II)-CIV</i>	Dean (Research and Consultancy)
8) Coordinator (I–Hub Spoke Centre, IIT Roorkee)	Dr. Nitanshu Chauhan, <i>Assistant Professor (Gr-II)-ECE</i>	Dean (Research and Consultancy)

<u>Responsibility of the Office of Dean (Research and Consultancy):</u>		
<p>a) Dean shall be responsible for timely submission of all data to the respective online portal of the Institute/MoE etc. related to above Coordinators and his/her section</p> <p>b) Frame rules for sponsored research projects and consultancy from Govt. agencies and industries.</p> <p>c) Create and maintain database regarding faculty research expertise.</p> <p>d) Facilitate through his/her office faculty in procuring equipment's necessary to conduct research/consultancy work recruitment of project staff.</p> <p>e) Provide guidance of submitting proposals to funding agencies such as Department of Science and</p>		

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F. OFFICE OF DEAN (RESEARCH AND CONSULTANCY)

Responsibility	Name & Designation	Reporting Officer
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)	In the efforts to expand and monitor the activities of consultancy, testing an sponsored research of Institute and to ensure timely submission of progress reports;	
g)	To establishment Entrepreneurship Cell of the Institute and encourage students for entrepreneurship.	
h)	To frame patent encouraging policy and to enhance innovation index of the Institute.	
i)	To have student activities that encourage research, innovation and Startup throughout the year.	
j)	To establish Business incubation centre at the Institute and to encourage students to establish startup.	
k)	To popularize Govt. scheme for entrepreneurship & startups.	
l)	To have good relations with industries and to attract industrial consultancy.	
m)	To work for enhancing perception and reputation of the Institute.	
n)	Any other work as and when assigned by the competent authority.	

NOTE: Respective Deans and Associate Deans shall take the monthly review meeting of the respective Coordinator/Nodal Officer and accordingly shall submit the progress report to the Director.

G. HEAD OF THE DEPARTMENTS

Responsibility	Name & Designation	Reporting Officer
1) Mechanical Engineering	Dr. Apurba Mandal, <i>Assistant Professor (Gr-I)</i>	Director
2) Electrical Engineering	Dr. Suryanarayana Gangolu, <i>Assistant Professor (Gr-I)</i>	Director
3) Electronics Engineering	Dr. Siva Kumar Tadepalli, <i>Assistant Professor (Gr-I)</i>	Director
4) Civil Engineering	Dr. Smita Kaloni, <i>Assistant Professor (Gr-I)</i>	Director
5) Computer Science & Engineering	Dr. Maroti B. Deshmukh, <i>Assistant Professor (Gr-I)</i>	Director
6) Physics	Dr. Manvendra Singh Khatri, <i>Associate Professor</i>	Director
7) Chemistry	Dr. Rakesh Kumar Mishra, <i>Assistant Professor (Gr-I)</i>	Director
8) Mathematics	Dr. Kusum Sharma, <i>Assistant Professor (Gr-I)</i>	Director
9) Humanities & Social Sciences	Dr. Renu Bhadola Dangwal, <i>Assistant Professor (Gr-I)</i>	Director

H. Responsibility of Registrar (Reporting Officer: Director)

- a) He shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute.
- b) He shall be responsible to the Director for the proper discharge of his functions.
- c) He shall be responsible for sending a written notice of every meeting to every member at least fifteen days before the date of the meeting mentioning therein the place, date and time of the meeting.
- d) He shall be responsible for circulating the agenda to all members at least ten days before the meeting.
- e) He shall be responsible for the preparation of the minutes of the proceedings of a meeting of the Board/FC/Senate and shall circulated the same to all members of the Board/FC present in India and the along with any amendment suggested shall be placed before the Board/FC/Senate in its next meeting for confirmation and after the minutes are confirmed and signed by the chairperson, they shall be recorded in the minutes book.
- f) He shall be responsible for the timely submission of Institute Annual Report & Accounts to the MoE.
- g) He shall be responsible for timely submission of State Govt. and MoE related replies.
- h) He shall be responsible for timely submission of replies of parliamentary questions etc.
- h) He shall be responsible for timely submission of all data to the respective online portal of the Institute/MoE etc.
- i) He shall be responsible for the disposal of obsolete items of all the department/section(s) of the entire Institute.
- i) Any other work as and when assigned by the competent authority.

NOTE: The review of performance of the Registrar upon completion of one years of service may be carried out by the Committee to be constituted by the Board.

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I. INDEPENDENT CHARGES		
Responsibility	Name & Designation	Reporting Officer
1) Chief Vigilance Officer	Dr. Renu Bhadola Dangwal, <i>Assistant Professor (Gr-I)-HSS</i>	MoE/CVC
2) Chairperson (ICC)	Dr. Jagrati Sahariya, <i>Associate Professor (Physics)</i>	Director
3) Chairperson (Grievance Cell)	Dean (Faculty Welfare)	Director
4) Chairperson (Special Cell)		
5) Nodal Officer (OBC/SC/ST/PWD/Ex-Servicemen)	Registrar	Director
6) Public Grievance Officer (PM Portal)		
7) Public Grievance Officer (PG Portal)		
8) Grievance Redressal Officer (PWD)	Dr. Sanat Agrawal, <i>Associate Professor (ME)</i>	Director
9) Liaison Officer (OBC & EWS)	Dr. Abhimanyu Kumar, <i>Assistant Professor (Gr-I)-CSE</i>	Registrar
10) Liaison Officer (SC/ST/PWD/Ex-Servicemen)	Dr. Apurba Mandal, <i>Assistant Professor (Gr-I)-ME</i>	Registrar
11)(a) Professor Incharge (C2P) & Institute Ranking Coordinator	Dr. Hariharan Muthusamy, <i>Associate Professor (ECE)</i>	Director
(b) Coordinator (C2P)	Dr. Vikas Kukshal, <i>Assistant Professor (Gr-I)-ME</i>	Professor Incharge (C2P)
(c) Member (C2P)	Dr. Sneha Chauhan, <i>Assistant Professor (Gr-II)-CSE</i>	Coordinator (C2P)
(d) Member (C2P)	Dr. Akhilesh Nautiyal, <i>Assistant Professor (Gr-II)-CIV</i>	
(e) Member (C2P)	Dr. Prashant Tiwari, <i>Assistant Professor (Gr-II)-ME</i>	
(f) Coordinator (Institute Ranking)	Dr. Jaiverdhan, <i>Assistant Professor (Gr-II)-ECE</i>	Institute Ranking Coordinator
(g) Co-Coordinator (Institute Ranking)	Dr. Anant Milan Khalkho, <i>Assistant Professor (Gr-II)-EEE</i>	
(h) Coordinator (Pradhan Mantri Kaushal Vikas Yojana-PMKVY)	Dr. Vikas Kukshal, <i>Assistant Professor (Gr-I)-ME</i>	Professor Incharge (C2P)
(i) Member (Pradhan Mantri Kaushal Vikas Yojana-PMKVY)	Dr. Akhilesh Nautiyal, <i>Assistant Professor (Gr-II)-CIV</i>	Coordinator (PMKVY)
12)(a) Nodal Officer (Non-Faculty Recruitment)	Dr. Gurinder Singh Brar, <i>Associate Professor (ME)</i>	Director
(b) Asstt. Nodal Officer (Non-Faculty Recruitment)-1	Dr. Prakash Dwivedi, <i>Associate Professor (EEE)</i>	Nodal Officer (Non-Faculty Recruitment)
(c) Asstt. Nodal Officer (Non-Faculty Recruitment)-2	Dr. Muskan Mayank, <i>Assistant Professor (Gr-II)-CIV</i>	
13) Coordinator (MoE Related Activities)	Dr. Kranti Gyanchand Jain, <i>Associate Professor (CIV)</i>	Director
14) First Appellate Authority	Registrar	Director
15) Public Information Officer	Assistant Registrar (Estt.)	First Appellate Authority

J. ADMINISTRATION AND DEPARTMENTAL CHARGES		
Responsibility	Name & Designation	Reporting Officer
1)(a) Assistant Registrar (Estt.)	Dr. Abhinav Kumar, <i>Assistant Professor (Gr-II)-CIV</i>	Registrar-Functional
(b) Superintendent (Estt.)	Mr. Sanjay Bhatt	Assistant Registrar (Estt.) -Functional & Administrative
(c) Junior Assistant (Estt.) – Desk-1	Mr. Ajay Singh	
(d) Junior Assistant (Estt.) – Desk-2	Mrs. Pooja	
(e) Office Attendant (Estt.) – Desk-3	Mr. Tanuj Thapliyal	
2)(a) Superintendent (RTI)	Mr. Sanjay Bhatt	Public Information Officer- Functional
(b) Junior Assistant (RTI)	Mr. Ajay Singh	
3)(a) Faculty Incharge (Legal)	Dr. Vinod Singh Yadav, <i>Assistant Professor (Gr-I)-ME</i>	Registrar-Functional
(b) Assistant Registrar (Legal)	Dr. Abhinav Kumar, <i>Assistant Professor (Gr-II)-CIV</i>	Faculty Incharge (Legal) – Functional

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J. ADMINISTRATION AND DEPARTMENTAL CHARGES

Responsibility	Name & Designation	Reporting Officer
(c) Superintendent (Legal)	Mr. Sanjay Bhatt	Asstt. Registrar (Legal) – Functional
(d) Junior Assistant (Legal)	Mr. Ajay Singh	
4)(a) Assistant Registrar (Grievance Cell)	Dr. Abhinav Kumar, <i>Assistant Professor (Gr-II)-CIV</i>	Registrar–Functional
(b) Superintendent (Grievance Cell) – <i>work as and when required basis</i>	Mr. Gole Balaji Dhanraj	Assistant Registrar (GC)– Functional
(c) Junior Assistant (Grievance Cell)	Mrs. Pooja	
5)(a) Assistant Registrar (Special Cell)	Dr. Abhinav Kumar, <i>Assistant Professor (Gr-II)-CIV</i>	Registrar–Functional
(b) Superintendent (Special Cell) – <i>work as and when required basis</i>	Mr. Gole Balaji Dhanraj	Assistant Registrar (SC)– Functional
(c) Junior Assistant (Special Cell)	Mrs. Pooja	
6)(a) Assistant Registrar (Accounts)	Dr. Dungali Sreehari, <i>Assistant Professor (Gr-I)-ME</i>	Registrar–Functional
(b) Superintendent (Accounts) – Desk-1	Mr. Anoop Sharma	Assistant Registrar (A/cs.) –Functional & Administrative
(c) Superintendent (Accounts) – Desk-2 – <i>will work in the afternoon</i>	Mr. Rajesh Kumar	Assistant Registrar (A/cs.)–Functional
(d) Junior Assistant (Accounts) – Desk-1	Mrs. Meenakshi Bhatt	Assistant Registrar (A/cs.) –Functional & Administrative
(e) Junior Assistant (Accounts) – Desk-2	Mr. Amit Singh	
(f) Office Attendant (Accounts) – Desk-3	Mr. Ashish Nautiyal	
(g) Office Attendant (Accounts) – Desk-4	Mr. Pankaj Singh	
7)(a) Assistant Registrar (Stores)	Dr. Shashi Narayan, <i>Assistant Professor (Gr-I)-CIV</i>	Registrar–Functional
(b) Superintendent (Stores)	Mr. Praveen Kumar Manwal	Asstt. Registrar (Stores) – –Functional & Administrative
(c) Senior Assistant (Stores) – Desk-1	Mrs. Beena Rawat	
(d) Junior Assistant (Stores) – Desk-2	Mr. Gaurav Singh Negi	
(e) Office Attendant (Stores) – Desk-3	Mr. Saurabh Singh Negi	
8)(a) Assistant Registrar (Academic)	Dr. Vineeta Negi Panwar	Dean (Acad.)–Functional Registrar–Administrative
(b) Superintendent (Academic)	Mrs. Bhavana, <i>Technical Assistant (ECE)</i>	Asstt. Registrar (Acad.) – Functional & Administrative
(c) Superintendent (Academic Finance) – <i>work as and when required basis</i>	Mr. Alok Kumar Patel, <i>Technical Assistant (EEE)</i>	Asstt. Registrar (Acad.)– Functional
(d) Junior Assistant (Academic) – Desk-1	Mrs. Rekha Rawat	Asstt. Registrar (Acad.) – Functional & Administrative
(e) Junior Assistant (Academic) – Desk-2	Mrs. Swati Bhatt	
(f) Office Attendant (Academic) – Desk-3	Mrs. Deepika Maithani	
9)(a) Assistant Librarian	Dr. Minakshi Rana, <i>Assistant Professor (Gr-II)-HSS</i>	Chairman (Library)- Functional
(b) Library & Information Assistant (Desk-1)	Mrs. Kumud Sharma	Assistant Librarian – Functional & Administrative
(c) Library & Information Assistant (Desk-2)	Mr. Purushottam P. Jawarkar, <i>SAS Assistant</i>	
(d) Technician (Library) – Desk-1	Mr. Shashi Kumar Jha	
(e) Office Attendant (Library) – Desk-2	Mrs. Suman Mewad	
(f) Office Attendant (Library) – Desk-3	Mr. Siddharth Awadhiya	
10)(a) Assistant Registrar (Faculty Welfare)	Dr. Ravinder Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	Dean (Faculty Welfare) – Functional
(b) Junior Assistant (Faculty Welfare) – <i>work as and when required basis</i>	Mr. Shashi Kumar Jha, <i>Technician (Library)</i>	Assistant Registrar (Faculty Welfare) – Functional
11)(a) Nurse	Mrs. Sangeeta Basu Sinha	Coordinator (Dispensary) – Functional & Administrative
(b) Junior Assistant (Dispensary) – <i>work as and when required basis</i>	Mr. Anil Bhatt, <i>Technician (Chemistry)</i>	Coordinator (Dispensary) – Functional
12) Junior Assistant (Vigilance) – <i>work as and when required basis</i>	Mr. Anil Bhatt, <i>Technician (Chemistry)</i>	Chief Vigilance Officer– Functional
13) Junior Assistant (C2P)	Mr. Pawan Rana, <i>Technician (Mechanical)</i>	Coordinator (C2P)– Functional & Administrative
14) Junior Assistant (Director Office)	Mr. Manoj Kumar	Assistant Registrar (Estt.) – Functional & Administrative

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J. ADMINISTRATION AND DEPARTMENTAL CHARGES		
Responsibility	Name & Designation	Reporting Officer
15(a) Superintendent (Registrar Office) – <i>work as and when required basis</i>	Mr. Kawalpreet Singh, Technical Assistant (EEE)	Registrar & Asstt. Registrar (Estt.)–Functional
(b) Office Attendant (Registrar Office)	Mr. Deepak Vijay	Registrar & Asstt. Registrar (Estt.) –Functional & Administrative
16(a) Assistant Registrar (Planning & Development)	Dr. Akhilesh Nautiyal, <i>Assistant Professor (Gr-II)-CIV</i>	Dean (P&D) –Functional & Administrative
(b) Superintendent (P&D)	Mr. Sumit Kumar, <i>Junior Engineer (Electrical)</i>	Assistant Registrar (P&D) –Functional & Administrative
(c) Junior Engineer (Civil)	Mr. Paras Sah, <i>Technical Assistant (Civil)</i>	
(d) Junior Assistant (P&D)	Mr. Sanjay Chauhan, <i>Technician (EEE)</i>	
(e) Technician (P&D) – <i>work as and when required basis</i>	Mr. Amandeep Singh, <i>Technician (EEE)</i>	
(f) Laboratory Attendant (P&D) – <i>work as and when required basis</i>	Mr. Ravindra Kumar, <i>Laboratory Attendant (EEE)</i>	
17 Assistant Registrar (R&C)	Dr. Rohit Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	
18 Assistant Registrar (Student Welfare)	Dr. Nitanshu Chauhan, <i>Assistant Professor (Gr-II)-ECE</i>	Associate Dean (Student Welfare)-Functional
19 Technical Assistant (Physics, Chemistry, Mathematics & HSS)	Mrs. Neha Raturi, <i>Technical Assistant (Physics)</i>	HoD (Physics) – Functional & Administrative HoD (CH/Math/HSS)–Functional
20 Technical Assistant (Mechanical)	Mr. Mohd. Arshad Saify	HoD (Mechanical) – Functional & Administrative
21 Technical Assistant (Electrical)	Mr. Alok Kumar Patel Mr. Kawalpreet Singh	HoD (Electrical) – Functional & Administrative
22 Technical Assistant (Electronics)	Mr. Gole Balaji Dhanraj	HoD (Electronics) – Functional & Administrative
23 Technical Assistant (Civil) – <i>will work as and when required basis</i>	Mrs. Bhavana, Technical Assistant (ECE)	HoD (Civil)–Functional
24(a) Technical Assistant (CSE)	Mr. Vikas Singh Chauhan	HoD (CSE) – Functional & Administrative
(b) Technical Assistant (CSE) – <i>will work in the Forenoon</i>	Mr. Rajesh Kumar	HoD (CSE) – Functional
25 Technical Assistant (CCC) – <i>will work in the Forenoon</i>	Mr. Rajesh Kumar, Technical Assistant (CSE)	Coordinator (CCC) – Functional & Administrative
26 Technician (Physics, Chemistry, Mathematics & HSS)	Mr. Anil Bhatt, <i>Technician (Chemistry)</i>	HoD (Chemistry) – Functional & Administrative HoD (Physics/Math/HSS)–Functional

The respective Deans//HoDs/Chief Warden/Associate Deans/Section Heads/Coordinator are hereby authorized for the allotment of work to their subordinate staff in consultation with the respective competent authority for the smooth functioning of the Departments/Section/Office.

Those responsibilities are not mentioned in the above office order shall automatically be ceased w.e.f. 30/04/2024 and the name of those Technician, Laboratory/Office/Library Attendant are not appeared in the above shall work in the respective departments/section/office.

This is issued with the approval of the Competent Authority.

Sd/-
Registrar

Copy to (through email):

1. All employees – for compliance and handing/taking over of charge, if required.
2. Coordinator (CCC) – *for update of the respective credentials on the Institute website.*
3. Assistant Registrar (Estt.)
4. Office of the Director
5. Office of the Registrar
6. Guard file – for record