

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No.NITUK/Estt./OO/2025/001/A-780

Date:

06 FEB 2025

OFFICE ORDER

In continuation of all previous responsibilities issued through various Office Orders, the following are the revised responsibilities assigned to the employees with immediate effect:

A. OFFICE OF DEAN (ACADEMICS)		
Responsibility	Name & Designation	Reporting Officer
Associate Dean (Academic-UG)	Dr. Tushar Goel, <i>Assistant Professor (Gr-I)-ECE</i>	Dean (Academics)
Associate Dean (Academic-PG & Ph.D.)	Dr. Prakash Dwivedi, <i>Associate Professor (EEE)</i>	
Coordinator (Timetable and Classroom Infrastructure Management)	Dr. Pawan Kumar Rakesh, <i>Assistant Professor (Gr-I)-ME</i>	
Coordinator (Student Admission, Registration)	Dr. Pawan Kumar Rakesh, <i>Assistant Professor (Gr-I)-ME</i>	
Coordinator (Examination)	Dr. Nagpure Indrajit Manohar <i>Assistant Professor (Gr-I)-Phy.</i>	
Coordinator (NBA)	Dr. Lalta Prasad, <i>Associate Professor (M.E)</i>	
Co-coordinator (NBA)	Dr. Niraj Kumar Mishra, <i>Assistant Professor (Gr-I)-ME</i>	
Coordinator (NATS)	Dr. Jagrati Sahariya, <i>Associate Professor (Physics)</i>	
Coordinator (INFLIBNET)	Dr. Niraj Kumar Mishra, <i>Assistant Professor (Gr-I)-ME</i>	
Assistant Registrar Academics	Dr. Vivek Kumar, <i>Assistant Professor (Gr-II)-ECE</i>	Dean (Academics) & Registrar

B. OFFICE OF DEAN (PLANNING AND DEVELOPMENT)		
Responsibility	Name & Designation	Reporting Officer
Head (Central Computer Centre)	Dr. Jaiverdhan, <i>Assistant Professor (Gr-II)-ECE</i>	Dean (Planning & Development)
Coordinator (Central Computer Centre)	Dr. Sneha Chauhan, <i>Assistant Professor (Gr-II)-CSE</i>	
Coordinator (Security Manpower)	Dr. Lalta Prasad, <i>Associate Professor (Phy.)</i>	
Coordinator (Social Media Cell)	Prof. Vivek Shrivastava, <i>Professor (EEE)</i>	
Coordinator (Yukti Portal)		
Coordinator (Video Conferencing, E-Classrooms)-Buyer	Dr. Pankaj Kumar Pal, <i>Assistant Professor (Gr-I)-ECE</i>	
Co-Coordinator (Video Conferencing, E-Classrooms)-Indenter	Dr. Kamal Kant Tiwari, <i>Assistant Professor (Gr-I)-CH.</i>	
Coordinator (Faculty House)	Dr. Ravinder Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	

C. OFFICE OF DEAN (FACULTY WELFARE)		
Responsibility	Name & Designation	Reporting Officer
Coordinator (Ek Bharat & Shrestha Bharat)	Dr. Rohit Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	Dean (Faculty Welfare)
Coordinator (Medical Services)	Dr. Nitin Sharma, <i>Assistant Professor (Gr-I)-Math</i>	



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C. OFFICE OF DEAN (FACULTY WELFARE)		
Responsibility	Name & Designation	Reporting Officer
Coordinator (Institute Annual Report)	Dr. Shashi Narayan, <i>Assistant Professor (Gr-I)-CIV</i>	Dean (FW)/Registrar
Coordinator (Institute Brochure, Newsletter, Magazine-Daily Diary)	Dr. Shashi Narayan, <i>Assistant Professor (Gr-I)-CIV</i>	Dean (Faculty Welfare)
Member (Institute Brochure, Newsletter, Magazine-Daily Diary)	Dr. Prashant Tiwari, <i>Assistant Professor (Gr-II)-ME</i>	Coordinator (Institute Brochure, Newsletter, Magazine-Daily Diary)
Co-Coordinator (Hindi Cell)	Dr. Hitesh Sharma, <i>Assistant Professor (Gr-II)-ME</i>	Coordinator (Hindi Cell)
Member (Hindi Cell)	Dr. Nitin Sharma, <i>Assistant Professor (Gr-I)-Math</i>	

D. Office of Dean (International & Alumni Affairs)		
Responsibility	Name & Designation	Reporting Officer
Associate Dean (International & Alumni Affairs)	Dr. Saroj Ranjan De, <i>Associate Professor (CH)</i>	Dean (International & Alumni Affairs)
Coordinator (International Institute Collaborations and Networking)	Dr. Sarika Pal, <i>Assistant Professor (Gr-I)-ECE</i>	

E. OFFICE OF DEAN (STUDENTS WELFARE)		
Responsibility	Name & Designation	Reporting Officer
Coordinator (Institute Canteen)	Dr. Akhilesh Nautiyal, <i>Assistant Professor (Gr-II)-Civil</i>	Dean (Student Welfare)
Nodal Officer (Anti-Ragging)	Dr. Nagpure Indrajit Manohar, <i>Assistant Professor (Gr-I)-Phy.</i>	
Coordinator (Spic Macay, Cultural and Fine Arts Club)	Dr. Shashank Bhatra, <i>Assistant Professor (Gr-I)-CIV</i> & Dr. Anant Milan Khalkho, <i>Assistant Professor (Gr-II)-EEE</i>	
Coordinator (Sound System)	Dr. Vivek Kumar, <i>Assistant Professor (Gr-II)-ECE</i>	
Coordinator (Film & Photography)	Dr. Rohit Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	
Coordinator (Community Development Club & NSS)		
Assistant Registrar (SW)	Dr. Nitesh Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	

F. OFFICE OF DEAN (RESEARCH AND CONSULTANCY)		
Responsibility	Name & Designation	Reporting Officer
Coordinator (Innovation and Incubation)	Dr. Pankaj Kumar Pal, <i>Assistant Professor (Gr-I)-ECE</i>	Dean (R&C)
Member (Innovation and Incubation)	Dr. Hitesh Sharma, <i>Assistant Professor (Gr-II)-ME</i>	Coordinator (Innovation and Incubation)
Coordinator (IPR Cell)	Dr. Sarika Pal, <i>Assistant Professor (Gr-I)-ECE</i>	Dean (R&C)
Coordinator Portal (I-STEM)	Dr. Nitesh Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	Dean (R&C)



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G. HEAD OF THE DEPARTMENTS		
Responsibility	Name & Designation	Reporting Officer
Humanities & Social Sciences	Dr. Minakshi Rana, <i>Assistant Professor (Gr-II)</i>	Director

H. INDEPENDENT CHARGE		
Responsibility	Name & Designation	Reporting Officer
Liaison Officer (OBC & EWS)	Dr. Sarika Pal, <i>Assistant Professor (Gr-I)-ECE</i>	Director
Coordinator (Transportation)	Dr. Sourav Bose, <i>Assistant Professor (Gr-I)-EEE</i>	Registrar
Assistant Registrar (Stores) *	Dr. Himesh Kumar, <i>Assistant Professor (Gr-II)-EEE</i>	Registrar
Assistant Registrar (Accounts) *	Dr. T. Sudhakar, <i>Assistant Professor (Gr-II)-M.E.</i>	Registrar
Assistant Librarian	Dr. Niraj Kumar Mishra, <i>Assistant Professor (Gr-I)-ME</i>	Chairman Library

*** the responsibility of Assistant Registrar (Accounts) and Assistant Registrar (Stores) shall be effective from 15/04/2025 due to closure of financial year.**

The responsibilities of Assistant Registrar assigned to the faculty members shall be treated equivalent to the Faculty In-charge responsibility and shall be issued an experience certificate of Faculty In-charge in place of Assistant Registrar.

This is issued with the approval of the Competent Authority.


Registrar

Copy to (through email):

1. All employees of the Institute
2. Head (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