

राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

(सम विश्वविद्यालय 'विशिष्ट श्रेणी')

सेक्टर 26, चंडीगढ़ 160019

OFFICE ORDER NO. 29

DATED: 28/04/2025

ALLOCATION OF ADDITIONAL DUTIES [W.E.F. 28th April 2025 onwards]

	Sl. No.	Committee / Responsibility	Chair/Co-Chair/Coordinator & Support Team Members [Sarv Shri /Ms.]
A	1.	AC & Refrigeration	Chair: Rupinder Singh, Co-Chair: Sunil D. Jassal, Members: Estate Officer (EO), Vinod Kumar Sharma, Member-Convenor: Mukesh Singh
	2.	Alumni Activities	Chair: PS Rao, Co-Chair: Amit Goyal, Nominees of HoDs
	3.	Apprenticeship & Internship	Chair: Assoc. Dean (ORG), Co-Chair: Shano Solanki, Members: Nominees of HODs
	4.	Awards & Prizes	Chair: AB Gupta, Co-Chair: Sanjay Sharma, Members: Assoc. Dean (F&S), Ritula Thakur, Member-Convenor: HOD (IMEE)
B	5.	Budget Allocation and Expenditure Monitoring	Chair: Dean (A&F), Co-Chair: Drawing and Disbursing Officer (DDO), Members: Deans, Associate Deans, HODs, Member-Convenor: Accounts Officer (ACO)
C	6.	Career Advancement Scheme (CAS)	Chair: Pankaj Sharma, Co-Chair: Niraj Bala, Members: Concerned HOD (if HoD is not a Professor, the senior most Professor of the Department/Institute)
	7.	(a) Civil Infrastructure (New Projects, Land Management)	Chair: Dean (IPD), Co-Chair: AK Duggal, Members: Head-CSE, Head-EE, ACO, Mukesh Singh, Convenor: EO
		(b) Civil Infrastructure (Services, Maintenance, Space Management)	Chair: Associate Dean (IMS), Co-Chair: Amit Goyal, Members: Head-CSE, Head-EE, ACO, Mukesh Singh, Member-Convenor: Estate Assistant (EA)
D	8.	Days' Celebration	Overall Coordinator: Maitreyee Dutta (She will form and notify Committees and coordinate celebration of various days).
	9.	Departmental Promotion Committee [DPC] and Modified Assured Career Progression [MACP] Scheme	Chair: SS Gill, Co-Chair: Assoc. Dean (F&S), Members: As per DoPT Guidelines, Convenor: SO (Establishment)
	10.	Disciplinary Matters (Students, Staff and Faculty)	Chair: Rajesh Mehra, Co-Chairs: Assoc. Dean (F&S) and Assoc. Dean (A&S), Members: Concerned HOD, Liaison Officers for SCs/STs/ PWDs and OBCs/Ex-Serviceman/EWS Cells, Chair of Internal Complaints Committee, Concerned Warden
E	11.	Electrical Maintenance	Chair: Ritula Thakur, Co-Chair: Garima Saini, Members: Vinod Kumar Sharma, Sandip Jana, Pawan Kumar(EE)
F	12.	Fund Investment	Chair: DDO, Co-Chair: Dean (A&F), Members: Assoc. Dean (ORG), Member-Convenor: ACO
	13.	Furniture Management	Chair: AK Duggal, Co-Chair: Amit Goyal, Members: Amrendra Sharan, EA
G	14.	Green and Smart Campus	Chair: Kanika Sharma, Co-Chair: Amandeep Kaur, Members: Amrendra Sharan, Vinod Kumar Sharma, Member-Convenor: EA
	15.	Guest House [1 & 2], MT Hall (G.Floor), Tagore Hall (G.F.),	Chair: C. Rama Krishna, Co-Chair: Pankaj Sharma; Members: Jyoti Prakash Rajput, Estate Officer, Kali Ram, Convenor: SSA (Hostels & Guest House)
H	16.	Hostel Warden (Men) (including Mess & Canteen contract)	Warden: AB Gupta, Asst. Warden: Kamaldeep, Members: EA, Mandeep Saini, Kali Ram, Convenor: SSA [Hostels & Guest House]
	17.	Hostel Warden (Women) (including Mess & Canteen contract)	Warden: Meenakshi Sood, Associate Warden: Sangeeta Gupta, Members: EA, Kali Ram, Convenor: SSA [Hostels & Guest House]
	18.	House Allotment [Faculty]	Chair: Rakesh Wats, Co-Chair: UN Roy; Members: Shano Solanki, Amandeep Kaur, EO, Convenor: SO/ASO (EA-II)
	19.	House Allotment [Staff]	Chair: Sanjay Sharma, Co-Chair: UN Roy, Members: Sangeeta Gupta, Jasvir Singh Rattan, Sohan Lal, Jyoti Parkash Rajput, EO, Sitender Singh Dahiya; Convenor: SO/ASO (EA-II)
I	20.	Indian Knowledge System (IKS) activities	Chair: Pankaj Sharma; Co-Chair: Ashok Kumar; Members: PK Singla, Himmi Gupta, KC Lachhwani
	21.	Institute Newsletter	Chair: Rakesh Wats, Co-Chair: Meenakshi Sood, Members: Himmi Gupta, Monika Arora, Kamaldeep, Suniti Dutt
	22.	Industry Linkages, Start Ups and IPRs	Chair: Dean (R&I), Co-Chair: Sunil D. Jassal, Members: Amit Goyal, Mala Kalra, Mukesh Singh, Jasvir Singh Rattan
	23.	Institute Journal	Chair: Rupinder Singh, Co-Chair: Pankaj Sharma, Members: Ashok Kumar, Kanika Sharma, Himmi Gupta, Sangeeta Gupta, Suniti Dutt
L	24.	Legal Matters	Chair: BC Choudhary, Co-Chair: Kanika Sharma, Member-Convenor: SO/ASO/JSA (Board Section)
	25.	Institute Library	Chair: Niraj Bala; Co-Chair: BS Dhaliwal, Members: Nominees of HODs
M	26.	Media and Public Relations	Chair: Assoc. Dean (ORG), Co-Chair: Himmi Gupta Kamaldeep: Designing/creation of posts, Upload on social media.

Sl. No.	Committee / Responsibility	Chair/Co-Chair/Coordinator & Support Team Members [Sary Shri /Ms.]
27.	Organising Meetings	
	(a) HODs & Others as per instruction of the Authority	Chair: HoD, IMEE, Co-Chair: Maitreyee Dutta, Members: Staff of IMEE
	(b) FC/BOG/Society	Chair: Dean (A&F), Co-Chair: Assoc. Dean (F&S), Members: SO/ASO/JSA (Board), ACO
	(c) Academic Council	Chair: Dean (A&S), Co-Chair: Assoc. Dean (A&S) Members: Staff of IMEE, Staff of Academic Cell
28.	(a) National Liaisoning & Networking	Overall Coordinator: Maitreyee Dutta (She will form and notify various Committees and Coordinate)
	(b) International Liaisoning and Networking	Chair: Kanika Sharma, Co-Chair: Ashok Kumar, Members: Himmi Gupta, Amandeep Kaur
29.	National Missions such as Unnat Bharat Abhiyan, Atma Nirbhar Bharat etc. [Implementation and Monitoring]	Chair: Sanjay Sharma, Co-Chair: UN Roy, Members: BC Choudhary, Poonam Syal, KC Lachhwani,
30.	Official Language Implementation	Chair: Pankaj Sharma, Co-Chair: Associate Dean (A&S), Members: PK Singla, Mala Kalra, Prerak Mittal, Member-Convenor: Simran Apreja
31.	Physical Verification	Chair: Rakesh Wats; Co-Chair: BS Dhaliwal Members: Ashok Kumar (ECE), Vinod Kumar Sharma, Mukesh Singh, Convenor: SO/ASO
32.	Purchase Committee	Chair: BC Choudhary, Co-Chair: SS Gill, Members: Concerned HoD, Garima Saini, Mala Kalra, ACO, Convenor: SO/ASO (Store)
33.	Professional Development [Faculty & Staff]	Chair: Lini Mathew, Co-Chair: Assoc. Dean (F&S), Members: Concerned HOD, Poonam Syal, SK Gupta, HV Samalia, Convenor: SO/ASO (Estt.)
34.	RTI Act 2005 related Committee/Authorities	
	(a) RTI Act, 2005 and CPGRAMS related matters	Nodal Officer & CPIO: Niraj Bala, Asstt. CPIO: HV Samalia
	(b) First Appellant Authority under RTI Act 2005	Pankaj Sharma
	(c) Transparency Officer	AB Gupta
	(d) Consultancy Committee for advice on Suo-Motu Disclosure in reference to the Audit of Proactive Disclosures under RTI Act 2005 as per Framework of Transparency Audit	Chair: AB Gupta, Co-Chair: Pankaj Sharma, Members: CPIO/Asstt. CPIO
35.	Recruitment (Faculty & Staff)	Chair: SS Banwait, Co-Chair: Hemant Sood, Members: SS Gill, Niraj Bala, Assoc. Dean (F&S), Convenor: SO/PA/ASO (SRD)
36.	Roster Committee (Faculty and Staff)	Chair: Hemant Sood, Co-Chair: Associate Dean (F&S), Members: UN Roy, Vinod Kumar, ACO, Mukesh Singh, Convenor: SO/PA/ASO (SRD)
37.	Safety, Security, Health & Wellbeing	Chair: AB Gupta, Co-Chair: Dean (A&F), Members: BC Choudhary, Assoc. Dean (A&S), Ritula Thakur, Member-Convenor: EO
38.	Social Media	Chair: HoD, Media Engg., Members: Kamaldeep, Prerak Mittal
39.	Sports & Games	Chair: AK Duggal, Co-Chair: Meenakshi Sood; Members: HV Samalia, PK Singla, EA, Sanjeev Kumar, Convenor: Nasib Singh
40.	Student Welfare Activities (Co/Extra Curricular & Cultural)	Chair: Maitreyee Dutta, Co-Chair: AK Duggal, Members: Assoc. Dean (A&S), Ritula Thakur, Amit Goyal, Convenor: ASO/Steno (Academic Cell)
41.	Telephone, Networking & Web Applications	Chair: C. Rama Krishna, Co-Chair: Mala Kalra, Members: Pardeep Kumar, Sangeeta Gupta, Amrendra Sharan, Mandeep Saini, Vinod Kumar Sharma, Pawan Kumar (EE)
42.	Vehicles Allotment and Maintenance	Chair: Hemant Sood, Co-Chair: Vinod Kumar, EA

NOTE:

- Each Committee Chair must ensure timely meetings (at least once in a quarter) and submit the report to the authority. Prof. Maitreyee Dutta will coordinate the timely submission of reports.
- The Committee Chair/Co-Chair, if need be, can co-opt up to two members from faculty/staff with the approval of the Director.
- In the absence of Chair, Co-Chair shall act as Chair.
- Co-Chair and each team member should initiate/co-coordinate at least one activity pertaining to the committee.
- Convenor's duties include to convene the meeting, prepare draft minutes and finalize the minutes of the meetings.
- This Office Order supersedes all the previous orders on the above listed activities.

This is issued with the approval of the Director.

सी. रामा कृष्णा
प्रो. (डॉ.) सी. रामा कृष्णा
डीन (प्रशासन एवं वित्त)