

Dr B R Ambedkar National Institute of Technology Jalandhar

Office Order

In supersession of all previous orders, various academic and administrative responsibilities are hereby assigned to the faculty/staff members as per **Annexure 'A'**. These duties are being assigned to them, for a period of one year, in the institute and public interest in addition to their own academic and research duties and responsibilities in the department, with immediate effect. These additional responsibilities are assigned without any extra remuneration and incentive, excluding the cases of Deans/Chief Warden.

The Coordinators are empowered to constitute their team(s) of **at least three faculty members** to facilitate and complete the assigned duties timely. The Coordinator/Chairman should co-opt one staff member/student member in their team wherever necessary for decision-making and implementation of their decisions.

Further, it is advised that **every Coordinator shall report in writing, regarding the activities undertaken by them to concerned Dean/Designated Officer**. This should be done **at least once in a month**. **Dean/Designated Officer shall be holding meetings at least once in two months and submit a report to the Director** regarding the progress of the activities undertaken by them under his guidance.

Besides these assigned duties and responsibilities, the Undersigned may assign any other duty/responsibility in addition to the duties mentioned in this order as and when required.

DIRECTOR

No.: NITJ / DIR / 2015

Dated: 31 January 2015

Copy to:

1. Hon'ble Chairman, Board of Governors for information.
2. All Deans/All Heads of Depts./ Section Officers.
3. All Concerned Faculty Members.
4. Registrar.

Committee of Deans

S. No.	Designation	Name of the Faculty Member
1.	Dean (Academic)	Dr S P Singh
2.	Dean (Planning and Development)	Dr A K Agnihotri
3.	Dean (Students Welfare)	Dr Jaspal Singh
4.	Dean (Research and Consultancy)	Dr Arun Khosla
5.	Dean(Faculty Welfare)	Dr N C Kothiyal
6.	Associate Dean (Academic-PG)	Dr N Bhowmick
7.	Associate Dean (Academic-UG)	Dr Raman Bedi
8.	Associate Dean (Planning and Development)	Dr S K Pahuja
9.	Associate Dean (Students Welfare)	Dr Subhash Chander
10.	Associate Dean (Research and Consultancy)	Dr Ajay Bansal
11.	Associate Dean (Faculty Welfare)	Dr Renu Gupta
12.	Registrar	Dr Sarabjit Singh
The Deans Committee, which would meet at-least once every month for discussing major policy measures and matters, with Director as Chairman.		

The following are mandatory functionaries

1. Appellant Authority : Professor S Ghosh
2. CPIO : Registrar
3. Chief Vigilance Officer : Dr Rajiv Jindal

4. Women Cell Coordinator :Dr Indu Saini

S. No.	Designation	Name of the faculty Member	Responsibilities
A	Dean (Planning & Development)	Dr A K Agnihotri	As per statutes and as assigned by the Director
AA	Associate Dean (P&D)	Dr S K Pahuja	<ul style="list-style-type: none"> ● As assigned by the Dean (P&D) and/or Director ● To plan and advise on efficient utilization of available space in the campus ● To advise on maintenance and renovation of existing buildings, Labs, room, lecture hall, staff colony etc. ● To Repair and maintenance of Civil and Electrical Works ● Help in Outsourcing of services ● To coordinate between different departments on requirement of additional facilities and plan to create the same. ● To prepare preliminary drawings and designs of the new works to be carried out in the institute. ● To plan proper pitched roads and pedestrian walkways. ● To plan energy efficient buildings which are also environmental friendly ● To advise on design of interior and exteriors for better utilization and looks of various institute building. ● To arrange for the agenda and organization of the meeting for procurement of equipments. ● To plan electrical power supply system on campus ● To initiate energy conservation drives for controlling the load and energy consumption. ● To plan and monitor efficient lighting system, solar power in the campus. ● To establish safe and efficient maintenance system of electricity supply and utilization

S. No.	Designation	Name of the faculty Member	Responsibilities
A-1	Guest House	Dr Harsh Manchanda	<ul style="list-style-type: none"> • To coordinate the upkeep of the guest house(s). • To Improve the food quality • To maintain the records as required under administrative and financial laws and make it self sustainable • To develop smooth booking system in the guest house for institute guests and visitors. • To suggest measures for improvement of facilities in guest house
A-2	Coordinator, Institute Newsletter/Brochure	Dr Vishal Sharma	<ul style="list-style-type: none"> • To coordinate the activities related with publication of institute newsletter regularly and in time. • To ensure that the activities carried out by the institution are hosted on the website. • To make the news letter as a brand building mechanism for the institute. • To coordinate the activities related with the publication of the institute magazine.
A-3	Coordinator, Institute Amenities	Dr S S Bhaduria	<ul style="list-style-type: none"> • To coordinate the upkeep and smooth functioning of the canteen(s) in Institute area. • To suggest measures for improvement of facilities in the canteens.
A-4	Coordinator, Transportation	Mr S K Tiwari	<ul style="list-style-type: none"> • To plan and advise on the policy on efficient and effective use of institute vehicles. • To make necessary arrangements for the travel of the institute guests. • To replace vehicles after their useful life as per norms. • To take necessary measures as deemed necessary for discharge of the responsibility. • To purchase additional vehicles for the institution as per the requirements. • To arrange for vehicles for student tours and industrial visits.

S. No.	Designation	Name of the faculty Member	Responsibilities
A-5	Coordinator, Water Management and Waste Disposal and Horticulture	Dr Vinay Midha	<ul style="list-style-type: none"> • To take measure on conservation and to optimize the use of water. • To ensure best quality drinking water in the campus. • To monitor and advise on the disposal of solid waste and sewage. • To monitor and advise on the greening of the campus. • To monitor and advise on the waste-water disposal system and its maintenance etc • To develop new and additional rain-water harvesting systems. • To renovate the existing water and sewer lines. • To design an effective mechanism for utilization of the manure produced from waste. • To coordinate with horticulture section for effective use of grey water to minimize use of drinking water. • To maintain the existing plantation and improve further greenery on the campus • To plan, develop and expand green area • To coordinate with external agencies for mass plantation • To work together with coordinator water management •

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B	Dean (Academic)	Dr S P Singh	As per statutes and as assigned by the Director
BA	Associate Dean (PG)	Dr N Bhowmick	<ul style="list-style-type: none"> • As assigned by the Dean (A) and/or the Director • To monitor the classes of PG Courses and to ensure that all theory and practical classes are taken by assigned teachers as per time table.

S. No	Designation	Name of the faculty Member	Responsibilities
			<ul style="list-style-type: none"> • Senate, BOAC and Accreditation Issues
BB	Associate Dean (UG)	Dr Raman Bedi	<ul style="list-style-type: none"> • As assigned by the Dean (A) and/or the Director • To monitor the classes of UG Courses and to ensure that all theory and practical classes are taken by assigned teachers as per time table. • Senate, BOAC and Accreditation Issues
B-1	Coordinator, Time Table and Class Room Infrastructure Management	Dr R R Sinha	<ul style="list-style-type: none"> • To prepare institute time table at all levels. • To coordinate and finalize the department time-tables. • To ensure proper facilities in the class rooms. • To advise on infrastructure facilities required in the class rooms. • To advise on future requirement of class rooms vis-à-vis addition of new programs. • To upgrade the lecture rooms with modem audio video, internet facilities. • To ensure availability of class room to every course.
B-2	Coordinator, Convocation	Dr Sarabjeet Singh Bal	<ul style="list-style-type: none"> • To plan and coordinate to conduct of Convocation.
B-3	Coordinator, UG Scholarships	Dr R K Sankaria	<ul style="list-style-type: none"> • To coordinate between the State/Central Government on the issue of Scholarship. • To devise mechanisms to increase the number of scholarships from external organizations. • To create and announce scholarships for needy students. • To coordinate along with Coordinator alumni for collection of funds for scholarships. • To institutionalize and maintain existing scholarships from various industries. • To coordinate between the UG coordinator of the departments on the issue of UG Scholarship.

S. No	Designation	Name of the faculty Member	Responsibilities
B-4	Coordinator, PG Scholarships	Dr Jatinder Kumar	<ul style="list-style-type: none"> • To coordinate between the UG coordinator of the departments on the issue of PG Scholarship. • To devise mechanisms to increase the number of scholarships from external funding agencies.

S. No.	Designation	Name of Faculty Member	Responsibilities
C	Dean (Students Welfare)	Dr Jaspal Singh	As per Statutes and as assigned by the Director
CA	Associate Dean (SW)	Dr Subhash Chander	As per Statutes and as assigned by DSW and the Director
C-1	Coordinator, Cultural Activities and Creative Arts	Dr Mamta Khosla	<ul style="list-style-type: none"> • To plan and conduct cultural related activities within the framework of academic calendar. • To coordinate with other NITs and other technical institution for participation in cultural activities. • To coordinate the SPIC MACAY programmes and other performances. • To encourage students participation in creative Art Activities. • To broaden the width and breadth of the scope of working with Alumni of the institution. • To plan for establishment of additional Alumni Chapters in India and abroad. • To plan alumni meets within the country and abroad. • To interact with Alumni for seeking, suggestion and support for institutions development, Scholarships, financial support in the Brand Building exercise of the Institute. • To interact and coordinate activities for associate members of alumni association •

S. No.	Designation	Name of Faculty Member	Responsibilities
C-2	Coordinator, Medical Facilities	Mr. N Basak	<ul style="list-style-type: none"> • To monitor the working of Health Centre and suggest measures for improvement in the present system. • To suggest mechanism for the speedy procurement of essential medicines. • Any other matter related with functioning of health centre in consultation with Medical Officer(s) of the institute. • To organize health camps for students, staff and faculty. • To plan for developing testing facilities in the institute as deemed necessary.
C-3	Coordinator, Sports	Dr G S Dhaliwal	<ul style="list-style-type: none"> • To organize competitions and events related to games • To plan maintenance and new facilities for games. • Draw schedule in consultation with Captains of the Sports • To make transparent policy on selection of teams to be send for outside participation • To coordinate NSO activities.
C-4	Coordinator, NCC	Dr D K Shukla	<ul style="list-style-type: none"> • To coordinate NCC activities
C-5	Coordinator, NSS	Dr Rizwan A Khan	<ul style="list-style-type: none"> • To coordinate NSS activities

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D	Dean (Faculty Welfare)	Dr N C Kothiyal	As per Statutes and as assigned by the Director
DA	Associate Dean (FW)	Dr Renu Gupta	<ul style="list-style-type: none"> • As Assigned by DFW and/or the Director • To facilitate recruitment of new faculty members, • To facilitate implementation of new appraisal system • To identify and plan training needs of internal faculty members.
D-1	Coordinator, SC/ST/OBC/Persons with Disability	Dr K S Nagla	<ul style="list-style-type: none"> • To be Liaison Officer of the Institute with other agencies for the said purpose.

S. No.	Designation	Name of Faculty Member	Responsibilities
	(PWD) Development and Liaison Officer		<ul style="list-style-type: none"> • To ensure adherence to various orders and instruction pertaining to the reservation policy. • To ensure that other admissible benefits to SC/ST/OBC/Persons with Disabilities (PWD) students reach to beneficiaries and counsel them. • Plan and execute development programmes for the SC/ST students. • To conduct annual inspection of the roaster maintained. • To scrutinize properly all proposals for de-reservation and to clarify that these are inevitable and all steps prescribed as provided by rules have been taken in this regard. • To report any case of negligence to the administration. • To maintain liaison with other agencies for welfare of such categories. • To coordinate with Coordinator Campus Development Maintenance and Execution for making all places PWD friendly.
D-2	Coordinator, Faculty Development and Continuing Education (CEP Cell)	Dr Sangeeta Garg	<ul style="list-style-type: none"> • To develop the Continuing Education Centre. • To facilitate in organization of the conferences, seminars, summer/winter school, refresher courses. • To facilitate Institute/Industry expert lectures etc. • To plan training programmes, etc for Faculty, Staff and other professionals. • To take steps for getting funding from external agencies.
D-3	Coordinator, Raj Bhasha	Dr A K Chaudhary	<ul style="list-style-type: none"> • To provide all assistance in translating the documents into Hindi language • To create material for Hindi version of Institute website. • To promote Hindi as a Rashtra Bhasha • To conduct awareness/training programmes for faculty/Staff/students to popularize Hindi.

S. No.	Designation	Name of Faculty Member	Responsibilities
E	Dean (Research and Consultancy)	Dr Arun Khosla	As per statutes and as assigned by the Director
EA	Associate Dean (R&C)	Dr Ajay Bansal	As assigned by the Dean and the Director
E-1	Coordinator, Video Conferencing and E-classrooms	Dr Balwinder Raj	<ul style="list-style-type: none"> ● To plan and procure hardware and software for e-classrooms/virtual classrooms. ● Maintenance of hardware and software ● Training to potential users ● To keep record of usage of such systems
E-2	Coordinator, Communication	Dr Paramvir Singh	<ul style="list-style-type: none"> ● To maintain and upgrade the telephone service in all areas of campus ● To decide criteria of usage of faculty, HoDs, Deans etc. ● To procure latest hardware and software for effective communication system
E-3	Coordinator, Community Development Program	Prof B S Kaith	<ul style="list-style-type: none"> ● To plan the community related initiatives with involvement of Students staff and their family members. ● To supervise the proper conduction of planned programmes. ● To monitor the progress of various projects of community and dissemination of technical know- how. ● To suggest community related projects for final year students. ● To get the feedback on community related programmes conducted. ● To prepare documents on impact of such programmes.
E-4	Coordinator, Industry Institute Interaction and Sponsored Projects	Dr Ajay Gupta	<ul style="list-style-type: none"> ● To take necessary measures for developing linkage with industries. ● To facilitate to establish incubation centre's in the institutions. ● To initiate measures for joint collaborative research with industries.

S. No.	Designation	Name of Faculty Member	Responsibilities
			<ul style="list-style-type: none"> • To get live projects from industries for UG and PG thesis work. • To motivate and facilitate faculty in writing project proposals. • To provide information to faculty about availability of Funds with various funding agencies. • To monitor the progress on spending of available funds. • To facilitate issue of Utilization Certificates for submission to Funding agencies.
E-5	Coordinator, Technical events	Prof A K Jain	<ul style="list-style-type: none"> • To coordinate technical related activities within the frame work of academic calendar. • To coordinate with IITs, NITs and other higher learning institutions for organising activities. • To encourage students participation in technical Activities.

Independent Charges

H-1	Professor, Training and Placement	Prof Partap Singh	<ul style="list-style-type: none"> • To facilitate placement of students within and outside India • To coordinate and organize practical training of students • To take necessary measures to establish linkages with industry • To organize career counseling sessions/programs • To initiate dialogue with industry for collaborative projects/research
H-2	Chairman E-Governance	Dr Arvinder Singh	<ul style="list-style-type: none"> • To plan and prepare roadmap for complete automation of the Institute • To implement ERP solution in the Institute • Coordination with different departments and sections for training of automation and e-governance systems.

H-3	Coordinator, National International Institute Collaborations and Networking	Dr. Joseph Anand Vaz	<ul style="list-style-type: none"> • To coordinate with IITs, NITs and other higher learning institutions for joint extension activities. • To coordinate with the universities within and outside India for delivering the programmes jointly. • To plan and organize Faculty, Staff and Student exchange programmes • To plan joint research guidance and joint projects within and outside India. • To develop mechanisms for facility sharing.
H-4	Coordinator TEQIP	Dr Joseph Anand Vaz	<ul style="list-style-type: none"> • To facilitate utilization of TEQIP grant to the institute • To plan and organize various activities under TEQIP • To ensure maintenance of accounts and activity reports • To coordinate with nodal agencies for this purpose
H-5	Chairman, Central Workshop	Dr Rakesh Chandra	<ul style="list-style-type: none"> • To cater the workshop needs of the students as per requirement • To maintain the existing machines/infrastructure • To upgrade the old infrastructure • To add state of the art facilities.
H-6	Coordinator, Institute Annual Report	Registrar	<ul style="list-style-type: none"> • To coordinate the activities related with preparation and printing of annual reports. • To ensure that the same reaches MHRD in time.
H-7	Chairman Institute Library	Prof R K Sarin	<ul style="list-style-type: none"> • To plan and advice on modernization of the institute library including development of E-Library/Digital Library. • To suggest measures to enhance the quality of resources materials in the library and create a better academic ambiance in the library. • To disseminate information on available resources and organize programmes on the use of education technology development, educational aids and use other learning resource materials. • Facilitates purchase of books, journals and magazines in

			<p>consultant with HODs and Library committee.</p> <ul style="list-style-type: none"> • To take measures for most effective utilization of the library resources. • To devise procedures for writing off the obsolete books/learning materials etc.
H-8	Coordinator, Security	Registrar Co- coordinator Dr A Chatterjee	<ul style="list-style-type: none"> • To advise on security matters of the institute and campus. • To maintain liaison with District Administration on security matters. • Take measures to make campus a safe place. • To advise on any other matters related to security issues. • To plan for on-line security of the campus.
H-9	Chief Warden	Dr Anish Sachdeva	<ul style="list-style-type: none"> • To manage mess council and hostel management affairs • To recommend appointment of Warden/Astt. Wardens • To arrange upkeep and smooth functioning of hostels • To maintain security, law and order in the hostels • To manage allotment of hostel accommodation for students
H-10	Head, Central Computer Centre	Dr Harsh Verma	<ul style="list-style-type: none"> • To establish the computer centre with state of art technology under guidance of ICT Mentor. • To maintain and update institute website • To facilitate services through web such as webmail, online registration etc. • To provide and update various general and special purpose software for all users on campus. • To maintain and upgrade hardware and software alongwith end point security. • To provide support for implementation of ERP System • To maintain record and documentation of hardware and software used in the institute.
H-11	Students Counselor	Dr R K Garg	<ul style="list-style-type: none"> • To frame policy for establishing student counseling as an effective mechanism of redressal of their problems.

			<ul style="list-style-type: none"> • To establish an effective student counseling cell in the institute and counsel the needy students. • To develop a support system for the needy students.
H-12	Institute Purchase Committee	<ol style="list-style-type: none"> 1. Dr J N Chakarborti- Chairman 2. Registrar-Member Secretary 3. Concerned Head of Department/Section/Center- Member 	<ul style="list-style-type: none"> • To recommend cases of purchase to the competent authority for approval
H-13	House Allotment Committee	<ol style="list-style-type: none"> 1. Registrar- Chairman 2. Estate Officer (P&D)- Member Secretary 	<ul style="list-style-type: none"> • To allot Quarters/Amenities as per institute norms.

Heads of Departments

Sr. No.	Department	Name of Faculty
1.	Biotechnology	Dr A K Jana
2.	Chemistry	Dr Jaspreet Kaur
3.	Chemical Engineering	Dr S Bajpai
4.	Civil Engineering	Dr A P Singh
5.	Computer Science & Engg. and Information & Technology	Dr Renu Dhir*
6.	Electronics & Communication Engg.	Dr B S Saini
7.	Humanities & Management	Dr S Ghosh
8.	Industrial & Production Engg.	Mr R K Bansal
9.	Instrumentation & Control Engg. and. Electrical Engineering	Dr Dilbag Singh*
10.	Mathematics	Dr Geeta Partap
11.	Mechanical Engg. and Mining Engineering	Dr R S Bharj*
12.	Physics	Dr Rohit Mehra
13.	Textile Technology	Dr S K Sinha

* Shall be HODs for other newly created departments. They should make one of the faculty members as coordinator for developing the new department.