



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

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वेबसाइट/Website: www.nitdelhi.ac.in

F. No. NITD/R /2024/Office_Order/74

Dated: 09.05.2024

OFFICE ORDER

In continuation to the Office Order No. NITD/Dir_Office/2024/185 dated 29.04.2024, the Institute Assignments along with nature of various academic and administrative responsibilities are hereby assigned to the faculty/staff members as per Annexure 'A'. These duties are being assigned to them in addition to academic and research duties and responsibilities in the department for a period of one year/ or till further orders, in the interest of the Institute and students'. These additional responsibilities are assigned without any extra remuneration and incentive, excluding the said bodies as per NIT Act & Statutes.

The Chairperson(s) & Coordinators and other officiating officers are empowered to utilize the constituted team(s) of faculty members and staff to facilitate and complete the assigned duties timely. The Chairperson(s) and Coordinators and other officiating officers may co-opt one staff member/student member(s) as coordinators in their team wherever necessary for decision-making and implementation of their decisions with prior approval of the Competent Authority. The co-opted members must be informed to the office for records.

The Chairperson/Coordinators and other officiating officers shall report in writing regarding the activities undertaken by them to concerned Dean/ Designated Officer as mentioned in Annexure-A. Dean/Designated Officer shall be holding meeting at least once a month and submit a report to the Director regarding the progress of the activities undertaken by them under his guidance.

The individual(s) may take-over and hand-over their charge(s) w.e.f 16.05.2024 and submit the copy of the same in the office of Director.

In case of non-availability of Dean as Chairperson/Member, the concerned Dean shall intimate the respective Associate Dean to perform his/her duties.

This has been issued with the approval of the competent Authority.

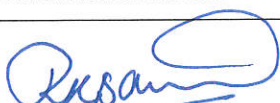

Registrar

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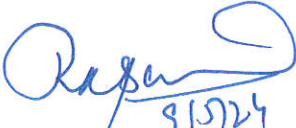
1. All Deans/All Heads of Depts./Section Officers.
2. All Faculty Members/Non Teaching Staff.
3. All Departments/Sections/Offices
4. Assistant Registrar
5. Registrar Office
6. PA to Director for information

VARIOUS COMMITTEES

Sr. No.	Committee	Designation/Name	Chairperson/ Member	Reporting to
1.	Central Purchase Committee	Dr. Anmol Ratna Saxena	Chairperson	Director
		Assistant Registrar	Member	
		Concern HoD / Co-ordinator (s)/ Designated Officer	Member	
		Consultant (Internal Audit)	Member	
		Superintendent (S&P)/ Senior Assistant (S&P)	Member	
		Indenter	Member	
2.	Hostel Administration	Dean (SW)	Chairperson	Director
		Chief Warden & Chief Proctor	Member	
		Associate Chief Warden	Member	
		All Wardens	Member	
3.	Right to Information (RTI) Cell	Appellate Authority	Registrar	Director
		CPIO	Assistant Registrar	
4.	Department Purchase Committee, Computer Centre	Head, Computer Centre	Chairperson	Director
		Assistant Registrar, Administration	Member	
		Dr. Rikmantra Basu	Member	
		Mr. Jitender Singh Bisht	Member	
		Mr. Raushan Kumar	Member	
		Representative - Accounts Section	Member	
5.	Examination Cell	Controller of Examination	Chairperson	Dean (Academic)
		Superintendent (Academics)	Member	
6.	Faculty, Student and Staff Grievances Cell	Dr. Ajay Kumar	Nodal Officer	Dean (Faculty Welfare)
		Dr. Manisha Bharti	Member	
		Dr. Nitin Singh Singha	Member	
		Dr. Gautam Kumar	Member	
7.	SC/ST Grievances Cell	Dr. Manisha Bharti	Nodal Officer	Director
		Dr. Leeladhar Nagdeve	Member	
		Dr. Rahul Kumar Meena	Member	
8.	PwD Grievances Cell	Dr. Ujjwal Kumar Kalla	Nodal Officer	Director
		Dr. Mahesh Kumar Singh	Member	
		Dr. Amandeep Kaur	Member	
9.	OBC Grievances Cell	Dr. Sachin Singh	Nodal Officer	Director
		Dr. Amit Kumar Singh	Member	
		Dr. Gautam Kumar	Member	


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10.	SC/ST Book Bank Cell	Dr. Karan Verma	Nodal Officer	Director
		Dr. Rahul Kumar Meena	Member	
		Dr. Dharmendra Kumar Jhariya	Member	
		Deputy Librarian	Member	
11.	Scholarship Cell	Dr. Nitin Singh Singha	Chairperson	Director
		Dr. Preeti Verma	Nodal Officer/ Faculty In- Charge	
12.	Newsletter Editorial Board	Dr. Manisha Bharti	Chairperson	Director
		Dr. Gareema Sharma	Member	
		Dr. Manish Verma	Member	
13.	House Allotment Committee	Dean (P&D)	Chairperson	Director
		Associate Dean (P&D)	Member	
		Dr. Gareema Sharma	Member	
		Estate Officer/Executive Engineer	Member	
		Junior Engineer (Civil)	Member	
14.	Library Committee	Dr. Ajay Kumar	Chairperson	Director
		Deputy Librarian	Member	
		All HoDs	Member	
15.	Institute Website Updation Committee	Dr. Sahil	Chairperson	Director
		Mr. Sumit Sharma	Member	
		Mr. Somesh	Member	
16.	Workshop Development Committee	Dr. Harish Kumar	Chairperson	Director
		Workshop Superintendent	Member	
		Dr. Amit Kumar Singh	Member	
		Estate Officer/Executive Engineer	Member	
17.	Committee for preparation of Prospectus & Curriculum Book	Dean (Academic)	Chairperson	Director
		All HoDs	Member	
		Associate Dean (Academic)	Member	
18.	Sports Club	Dr. Amit Pratap Singh	Coordinator	Dean (Students Welfare)
		Dr. Anidev Singh	Co-coordinator	
19.	Yoga Club	Dr. Amandeep Kaur	Co-ordinator	Dean (Students Welfare)
		Dr. Manish Verma	Co-coordinator	
20.	Cultural Club	Dr. Sandeep Kumar	Coordinator	Dean (Students Welfare)
		Dr. Sahil	Co-Coordinator	
21.	Arts Club	Dr. D. Vaithyanathan	Coordinator	Dean (Students Welfare)
		Dr. Sachin Agrawal	Co-Coordinator	
22.	Google Developers Club	Dr. Gunjan	Coordinator	Dean (Students Welfare)
		Dr. Sahil	Co-Coordinator	
23.	Technical Club	Dr. Manoj Kumawat	Coordinator	Dean


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		Dr. Gautam Kumar	Co-coordinator	(Students Welfare)
24.	Literature Club	Dr. Abhishek Mishra	Coordinator	Dean (Students Welfare)
		Dr. Gunjan	Co-coordinator	
25.	Photography Club	Dr. Nitin Singh Singha	Coordinator	Dean (Students Welfare)
		Dr. Manish Verma	Co-coordinator	
26.	BIS Club	Dr. Manoj Kumawat	Coordinator	Dean (Students Welfare)
27.	Academics Counsellors/ Faculty Advisor/ Mentor	Dr. Amit Pratap Singh	Chairperson	Dean (Academic)
		Dr. Sachin Singh	Member	
		Dr. Ashok Kumar Dewangan	Member	
		Dr. D. Vaithyanathan	Member	
		Dr. Amandeep Kaur	Member	
28.	Annual Report	Dr. K T Raju	Chairperson	Dean (Students Welfare)
		Dr. Mahesh Kumar Singh	Member	
		Dr. Gareema Sharma	Member	
		Dr. Anidev Singh	Member	
		Dr. Gautam Kumar	Member	
29.	Academic Discipline Committee	Dean (Academic)	Chairperson	Director
		Dean (SW)	Member	
		Chief Warden & Chief Proctor	Member	
		Associate Dean (Academic)	Member	
		Controller of Examination	Member	
30.	Medical Amenities	Dr. Anmol Ratna Saxena	Chairperson	Director
		Dr. Anurag Singh	Member	
		Dr. Manoj Kumawat	Member	
31.	Campus Security	Dr. Amit Kumar Singh	Chairperson	Dean (P&D)
		Dr. Manish Verma	Member	
		Dr. Gunjan	Member	
		All wardens	Member	
		Mr. Krishan Pal, Care Taker	Member	
32.	Committee for Minor Repair/ Maintenance Work in Transit Campus/ Permanent Campus	Dean (P&D)	Chairperson	Registrar
		Dean (Academic)	Member	
		Dean (R&C)	Member	
		Associate Dean (P&D)	Member	
		Estate Officer/Executive Engineer	Member	
		JE (Civil)/JE (Electrical)	Member	
		Mr. Krishan Pal, Care Taker	Member	
33.	Infrastructure Development Committee	Dr. Ajay Kumar	Chairperson	Registrar
		Dr. Sachin Agrawal	Member	
		Dr. Rahul Kumar Meena	Member	

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34.	Transport	Dr. Mahesh Kumar Singh	Chairperson	Director
		Dr. Sahil	Member	
		Mr. Krishan Pal	Member	
35.	Telephone Services	Head, Computer Centre	Chairperson	Dean (Faculty Welfare)
		Mr. Sumit Sharma	Member	
		JE Electrical	Member	
		Mr. Raushan Kumar	Member	
36.	Hindi Cell	Dr. Abhishek Mishra	Chairperson	Dean (Students Welfare)
		Dr. Nitin Singha	Member	
		Mr. Lov Kumar Dubey	Member	
37.	Campus Amenities Cell	Dean (SW)	Chairperson	Director
		Associate Dean (SW)	Member	
		All wardens	Member	
38.	Industry Institute Interaction Committee	Dean (R&C)	Chairperson	Director
		Prof.-In-charge (T&P)	Member	
		Associate Dean (R&C)	Member	
		T&P Officer	Member	
39.	National Education Policy (NEP)	Dr. Jyoteesh Malhotra	Nodal Officer	Director
		Dr. Prashant Kumar	Member	
		Dr. K T Raju	Member	
40.	Social Reform Committee	Dr. Anurag Singh	Coordinator	Dean (Students Welfare)
		Dr. Prashant Kumar	Co-coordinator	
41.	Anti-Ragging Committee	Dean (SW)	Chairperson	Director
		Dean (Academic)	Member	
		Associate Dean (SW)	Member	
		All HoDs	Member	
		Chief Warden & Chief Proctor	Member	
		All Wardens	Member	
42.	Time-table Committee	Dr. K T Raju	Chairperson	Dean (Academic)
		Dr. Abhishek Mishra	Member	
		Dr. Nitin Singh Singha	Member	
		All HoDs	Member	
43.	NSS Committee	Dr. Nitin Singh Singha	Program Co-ordinator	Dean (Students Welfare)
		Dr. Ashok Kumar Dewangan	Program Officer	
		Mr. Lov Kumar Dubey	Member	
44.	NCC Committee	Dr. Preeti Verma	Care Taker Officer (CTO)	Dean (Students Welfare)
		Dr. Anidev Singh	Coordinator	
		Dr. Gautam Kumar	Member	
		Dr. Dharmendra Kumar Jhariya	Member	

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45.	IT Infrastructure Committee	Head, Computer Centre	Chairperson	Director
		Dr. Amandeep Kaur	Member	
		Dr. Manish Verma	Member	
		Mr. Sumit Sharma	Member	
		Mr. Raushan Kumar	Member	
46.	Training & Placement cell	Dr. Obbu Chandra Sekhar	Prof. In-charge	Director
		Dr. Preeti Verma	TPO	
47.	ERP (e-Office, SMARTH)	Dr. Anuj Kumar Sharma	Nodal Officer-SMARTH	Director
		Dr. Amit Mahajan	Nodal Officer-(e-Office)	
		Mr. Sumit Sharma	Institute Admin (e-Office)	
48.	International Collaborations	Dean (RC)	Chairperson	Director
		Dean (SW)	Member	
		Associate Dean (RC)	Member	
		Prof. In-charge (T & P)	Member	
		Associate Dean (International Affairs & Outreach)	Member	
49.	Auditorium Management and Presentations	Dr. Sahil	Co-ordinator	Dean (P&D)
		Mr. Vikas Bhardwaj	Member	
50.	Networking Related Committee	Dr. Sahil	Co-ordinator	Head (Computer Centre)
		Mr. Raushan Kumar	Member	
		Mr. Somesh	Member	
51.	Public Relation Office	Dr. Kapil Kumar	Chairperson	Director
		Mr. Faqir Chand	Assistant PRO	
52.	Guest House Committee	Registrar	Chairperson	Director
		Mr. Kishan Pal, Care-Taker	Member	
53.	Swachhta Abhiyan Committee	Dean (SW)	Chairperson	Director
		Chairperson, Photography Club	Member	
		Two Students Nominated by Dean (SW)	Member	
		One Students nominated by Chairperson, Photography Club	Member	
54.	Unnat Bharat Abhiyan Committee	Dr. Sachin Singh	Chairperson	Director
		Dr. Leeladhar Nagdeve	Member	
		Dr. Ashok Kumar Dewangan	Member	
55.	Digital India Committee	Dr. Anmol Ratna Saxena	Chairperson	Director
		Dr. D.Vaithyanathan	Member	
		Dr. Amandeep Kaur	Member	
	Skill India	Dr. Amit Pratap Singh	Chairperson	Director

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56.	Committee	Dr. Amit Kumar Singh	Member	
		Dr. Gautam Kumar	Member	
57.	Rashtriya Avishkar Abhiyaan Committee	Dean (R&C)	Chairperson	Director
		Associate Dean (R&C)	Member	
		Dr. Leeladhar Nagdeve	Member	
		Dr. Gunjan	Member	
58.	GIAN Committee	Dr. Anurag Singh	Chairperson	Director
		Dr. Sachin Singh	Member	
		Dr. Mahesh Singh	Member	
59.	Atal Incubation Centre Committee	Dean (R&C)	Chairperson	Director
		Associate Dean (R&C)	Member	
		Dr. Dharmendar Kumar Jhariya	Member	
		Dr. Gunjan	Member	
60.	Start-up India Committee	Dean (Startup & IPR)	Chairperson	Director
		Associate Dean(Startup & IPR)	Member	
		Dr. Pankaj Mukhija	Member	
		Dr. Gautam Kumar	Member	
61.	Accessible India Committee	Dr. D. Vaithyanathan	Chairperson	Director
		Dr. Abhishek Mishra	Member	
		Dr. Manish Verma	Member	
62.	Internal Complaints Committee	Dr. Geeta Sikka	Chairperson	Director
		Dr. Gareema Sharma	Member	
		Dr. Manoj Kumar	Member	
		Adv. Harleen Kaur	Member	
		Dr. Ghritashri Bhuya Narula, Trustee of Bhujaccaya Foundation	Member	
63.	NIRF/NAAC/NBA	Dr. Obbu Chandra Sekhar	Chairperson	Director
		Dr. Anmol Ratna Saxena	Member	
64.	Class Inspection Committee	Dr. Jyoteesh Malhotra	Professor	Director
		Dr. Manoj Kumar	Professor	
		Dr. Geeta Sikka	Professor	
		Dr. Ujjwal Kumar Kalla	Professor	


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