

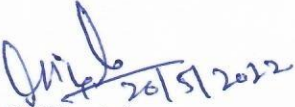
**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH,
SECTOR 26, CHANDIGARH**

Office Order No: **55**

Dated: 26.5.2022

In partial modification of Office Order No.32 dated 4.5.2022 regarding allocation of additional duties w.e.f. 4.5.2022 onwards, the **revised list of allocation of additional duties** is attached for the information and perusal of all the Deans, Associate Deans, HODs, faculty and staff members.

This is being issued with the approval of competent authority.


(P K Singla)
Faculty Incharge, Administration

Copy to:

- 1 PA to Director for the kind information of the Director please,
- 2 All Deans, Associate Deans, HODs, faculty and staff members.
- 3 Office Order File



राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

नितर/2022/55

दिनांक: 26 मई 2022

REVISED ALLOCATION OF ADDITIONAL DUTIES W.E.F. 26.5.2022 ONWARDS

Sl. No	Duty	Chairman/Co-Chairman [Sarvshri/Ms.]	Support Team Members [Sarvshri /Ms.]
1.	Faculty Development Programme [FDP] Committee	Chairman: Dean [AR&D] Co-Chairman: Dean [ICC&ES]	HOD-IMEE, Lini Mathew, Rupinder Singh, Shano Solanki, Sunil Dutt Member Convener: FIA
2.	Institute Budget Allocation and Expenditure Monitoring Committee	Chairman: BS Pabla Co-Chairman: Lini Mathew	Deans, HoDs Member Convener: ACO
3.	Purchase Committee	Chairman: BC Choudhary Co-Chairman: Rakesh Wats	ACO, FIA, SS Gill, Pankaj Sharma, Hemant Kumar Vinayak, Mala Karla, concerned Head, Member Convener: Sr AdO
4.	Library Committee	Chairman: Niraj Bala Co-Chairman: Balwinder Singh	Nominee of HODs, Nominee of ACO, SO-Stores, Member Convener: KC Lachhwani
5.	Staff Welfare & Grievances Redressal Committee	Chairman: Maitreyee Dutta Co-Chairman: SS Gill	ACO, SS Dhama, Niraj Bala, Ashok Kumar, Balwinder Raj, Sr AdO, Garima Saini Member Convener: FIA
6.	Liaison Officer for SCs/STs	Chairman: Rajesh Mehra Co-Chairman: Lini Mathew	Balwinder Singh, Ashok Kumar, Rama Chhabra, Shano Solanki, Garima Saini, FIA, ACO Member Convener: SO [Estt]
7.	Committee to look into Harassment against Women	Chairman: Lini Mathew Co-Chairman: Maitreyee Dutta	Pankaj Sharma, Niraj Bala, Poonam Syal, Garima Saini, Shano Solanki, FIA, Jaspal Singh, ACO and Outside Expert Member Convener: Sr AdO
8.	Internal Audit/ISO	Auditor: SK Gupta Co-Auditor: Harsh Vardhan Samalia	Accounts Officer, FIA, Amardev Singh, Amandeep Kaur, Internal Auditor, Sr AdO Member Convener: SO [Budget & Internal Audit]
9.	Campus Planning & Development	Chairman: Hemant Sood Co-Chairman: FIA	HOD-CE, HOD-EE, HOD-CSE, HOD-ECE, HOD-Media Engg, ACO, Member Convener: Hemant Kr Vinayak
10.	Campus Repair, Maintenance including Furniture	Chairman: PK Singla Co-Chairman: Hemant Kr Vinayak	Meenakshi Sood, Ritula Thakur, Mala Kalra, SO-Hostel, SO-B&IA, SO [Estt] Member Convener: EA
11.	Physical Verification	Chairman: SS Gill Co-Chairman: Meenakshi Sood	HK Vinayak, SK Gupta, Amit Doegar, Amardev Singh, KC Lachhwani Member Convener: Sr AdO
12.	Student Welfare Activities [Co & Extra Curricular] & Cultural Activities	Chairman: AK Duggal Co-Chairman: Meenakshi Sood	Vinod Kumar, PS Rao, Mala Kalra, Garima Saini, Ritula Thakur, Member Convener: SO [Academic Cell]
13.	Sports Committee	Chairman: Ajay Kumar Duggal Co-Chairman: PK Singla	Balwinder Raj, Meenakshi Sood, Harsh Vardhan Samalia, Shimi SL, Hem Raj, Vijay Sharma, Meena Sharma, Nasib Singh Member Convener: SO [Academic Cell]
14.	Legal Matters Committee	Chairman: Rakesh Wats Co-Chairman: FIA	Niraj Bala, HV Samalia, Balwinder S Dhaliwal, Meenakshi Sood, Shano Solanki, Jaspal Singh Sodhi Member Convener: Sr. AdO
15.	Academic Cell	Chairman: Dean, AR&D Co-Chairman: Pankaj Sharma Balwinder S. Dhaliwal	KC Lachhwani, Amit Doegar, Shimi SL, Himmi Gupta, PS Rao, Garima Saini Member Convener: SO [Academic Cell]
16.	Centre for Developing Technical Competency [CDTC]	Chairman: Meenakshi Sood Co-Chairman: Shimi SL	Nominee of HODs, Niraj Bala, HK Vinayak Member Convener: Amardev Singh
17.	Departmental Promotion Committee [DPC] and MACP	Chairman: RK Wats Co-Chairman: SS Dhama	Lini Mathew, concerned HOD, Pankaj Sharma, Kanika Sharma, Vinod Kumar, FIA, ACO Member Convener: Sr. ADO
18.	Chief Vigilance Officer	SS Dhama	FIA, Sr. AdO, ACO, HOD-IMEE, SO (Estt), EA
19.	Institute Journal, News letter and Publicity Committee	Chairman: Sunil Dutt Co-Chairman: Balwinder Raj	Ashok Kumar, Mala Kalra, Amandeep Kaur Member Convener: Ritula Thakur
20.	Meetings of HODs & Others as per instruction of the Authority	Chairman: HOD, IMEE Co-Chairman: FIA	Sr AdO, SO [Estt], SO [B&IA] Support Staff: Staff of IMEE

Sl. No	Duty	Chairman/Co-Chairman [Sarvshri/Ms.]	Support Team Members [Sarvshri /Ms.]
21.	Meetings of FC/BOGs/Society	Chairman: FIA Co-Chairman: HOD [IMEE]	Support Staff: SO [Board] and Team Sr. ADO, ACO, SO [Estt], SO [B&A]
22.	Liaison with States	Liaison Officers	Support Team
	❖ Delhi	Rajesh Mehra	Ashok Kumar
	❖ Haryana	Niraj Bala	SK Gupta
	❖ Himachal Pradesh	Pankaj Sharma	Meenakshi Sood
	❖ Jammu & Kashmir	Lini Mathew	Amit Doegar
	❖ Punjab & Chandigarh	Rupinder Singh	Balwinder Singh
	❖ Rajasthan	Poonam Syal	Shano Solanki
	❖ Uttar Pradesh	Amod Kumar	Harsh Vardhan Samalia
	❖ Uttarakhand	Hemant Sood	HK Vinayak
	❖ Other than Northern States	Maitreyee Dutta	Amod Kumar, SS Gill, Staff of IMEE
[All Liaison Officers (except for other than Northern States) need to visit the concerned State, conduct meeting with appropriate Govt officials (DTE/Secretary) and submit report once in every six months]			
23.	Hostel, Mess & Canteen Management	Chairman: SK Gupta Co-Chairman: HV Samalia	Warden [Men], Warden [Women] and EA Member Convenor: SO [Hostel]
24.	Guest House [1 & 2]	Chairman: Pankaj Sharma Jt. Chairman: Balwinder S. Dhaliwal	SO [Hostel] Member Convenor: EA
25.	Hostel Warden (Men)	Balwinder S. Dhaliwal and HV Samalia	EA, SO [Hostel]
26.	Hostel Warden (Women)	Meenakshi Sood and Shano Solanki	EA, SO [Hostel]
27.	Awards Committee	Chairman: Dean [ICCES] Co-Chairman: Dean [AR&D]	Liaison Officers Member-Convenor: HOD, CSE
28.	Allotment and Maintenance of Vehicles	Chairman: FIA Co-Chairman: Niraj Bala	SO [B&A], Senior Most Driver Member-Convenor: Estate Assistant
29.	Intranet, Internet and Institute Website, Networking etc.	Chairman: HOD (CSE) Co-Chairman: HOD, IMEE	SS Gill, Amrendra Saran, Pardeep Bansal, Sangeeta Gupta Rajiv Negi, Ranjeet Kaur Member Convenor: Sidharatha Nanchahal
30.	Performance Evaluation & Target Monitoring Committee [The Committee to submit report on every four months]	Chairman: BS Pabla Co-Chairman : SK Dhameja	Deans, Associate Deans, concerned HOD Member Convenor: HoD, IMEE
31.	Stakeholder Interaction, Feedback Collection and Analysis Committee	Chairman: Poonam Syal Co-Chairman: Ritula Thakur	HoD (CSE), Sangeeta Gupta & Ranjeet Kaur Member Convenor: HoD, IMEE
32.	Industry Linkage and Collaboration	Chairman: SK Dhameja Co-Chairman: Rupinder Singh	Nominee of HODs
33.	Quality Assurance & ISO Certification	Chairman: SK Gupta Co-Chairman: Sunil Dutt	Himmi Gupta, Amit Doegar & Kanika Sharma
34.	Official Language Implementation	Chairman: FIA Co-Chairman: Sr. ADO	Staff of Hindi Cell Member-Convenor: Hindi Cell
35.	Public Information Officer under RTI, CPGRAMS	Chairman: Sunil Dutt Co-PIO: Balwinder Singh	FIA, Sr AdO, ACO and SO [Estt]
36.	Transparency Officer under RTI	BS Pabla	
37.	Appellant Authority under RTI	SS Gill	
38.	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	Chairman: BS Pabla Co-Chairman: SS Gill	CPIO, FIA
39.	Press Interaction Committee	Chairman: Pius Verma Co-Chairman: Ashok Kumar	FIA, Amardev Singh, Harsh Vardhan Samalia, Meenakshi Sood, Shimi SL
40.	Students Placement	Chairman: Niraj Bala Co-Chairman: Balwinder Raj	Nominees of all HODs Member Convenor: SO [Academic Cell]
41.	Operation and Maintenance of PA System and Photography	Chairman: HOD-Media Engineering Co-Chairman: HOD-CSE	Staff of Media Engineering and CSE

Sl. No	Duty	Chairman/Co-Chairman [Sarvshri/Ms.]	Support Team Members [Sarvshri /Ms.]
42.	Dispensary	Chairman: Amod Kumar Co-Chairman: Sunil Jassal	FIA, Sr AdO, SO [Hostel], SO [Stores], Member Convenor: SO [Estt]
43.	House Allotment Committee [Staff]	Chairman: Sanjay Sharma Co-Chairman: Rupinder Singh	Balwinder S Dhaliwal, Kanika Sharma, Himmi Gupta, Sr AdO, JS Rattan, EA & Ranjeet Kaur Member Convenor: SO [Estt]
44.	House Allotment Committee [Faculty]	Chairman: Rajesh Mehra Co-Chairman: Lini Mathew	Poonam Syal, Pankaj Sharma, Balwinder Raj Member Convenor: FIA
45.	Recruitment of Faculty & Staff (Regular)	Chairman: BS Pabla Co-Chairman: Hemant Sood	M. Dutta, Rajesh Mehra, Lini Mathew, FIA Member Convenor: Sr AdO
The Committee shall verify the rules, qualifications, terms and conditions before advertisement is published			
46.	Digital Mission Implementation & Monitoring (including instructional resources, Product Development etc.	Chairman: HOD-CSE Co-Chairman: HOD, Media Engg	SS Gill, Balwinder S Dhaliwal, Nominee of all HODs Member Convenor: HOD, IMEE
47.	Implementation and Monitoring of National Mission [Except Digital Mission]	Chairman: Dean [ICES] Co-Chairman: Dean (AR&D)	P. Syal, HK Vinayak, Amit Goyal, Amardev Singh, Amandeep Kaur Member Convenor: Head, Rural Development
48.	Alumni Activities	Chairman: Poonam Syal Co-Chairman: Balwinder Raj	Ritula Thakur, Kanika Sharma, Mala Kalra, Rama Chhabra & Amandeep Kaur
49.	Celebration of Various Days	PK Singla	For overall Supervision
		Coordinator	Support Faculty/Staff
	❖ Labour Day	Amardev Singh	Amit Doegar
	❖ Anti-Terrorism Day	Amandeep Kaur	Amit Goyal
	❖ International Day against Drug Abuse	All HODs	Staff of concerned Department
	❖ Independence Day	FIA	EA, SO [Stores], SO [Hostel], Ashish Kumar
	❖ Sadbhavana Divas	Mala Karla	SO [Estt]
	❖ Teachers' Day	Kanika Sharma	PS Rao
	❖ Vishwakarma Day	PS Rao	RK Goel
	❖ Quami Ekta Day	Sr AdO	JP Tungal
	❖ Martyrdom Day	Shano Solanki	Amit Goyal
	❖ Institute Day	Lini Mathew	FIA, M. Dutta and Pankaj Sharma
	❖ World Blood Donor Day	AK Duggal	Sunil Dutt, JP Tungal
	❖ Republic Day	FIA	EA, Ashish, SO [Estt]
	❖ International Day of Yoga	Ritula Thakur	Ajay Kumar Duggal and P K Singla
	❖ Matribhasha Divas	FIA	Hindi Cell
	❖ Sardar Vallabhbhai Patel Divas (National Unity Day)/Rashtriya Ekta Divas	Himmi Gupta	Amardev Singh
	❖ International Literacy Day	Shano Solanki	Ashok Kumar
	❖ Fundamental Rights/Constitution Day	Amit Goyal	Harsh Vardhan Samalia
	❖ Nasha Mukti Abhiyan	Amardev Singh	Amit Doegar
❖ International Women's Day	Garima Saini	Meenakshi Sood	
❖ Vigilance Awareness Week	CVO	SO-Estt	
	❖ Balidan Diwas	Meenakshi Sood	Himmi Gupta
	❖ Parikarma Diwas	Harsh Vardhan Samalia	Amit Goyal
	❖ National Youth Day	Ajay Duggal	Amardev Singh
	❖ Bharat Bhagya Vidhata	Maitreyee Dutta	Pankaj Sharma
50.	HUB Coordinator	HOD-IMEE	Faculty Members of IMEE
51.	Arranging Academic Council Meetings	Chairman: Dean [AR&D] Co-Chairman: Pankaj Sharma	Head-CSE and Staff of Academic Cell, All HODs, FIA
52.	Staff Training	Chairman: Dean-ICES Co-Chairman : UN Roy	Deans, Associate Dean(s), FIA Member Convenor: Sr. ADO
53.	Project Progress Review Committee	Chairman: BS Pabla Co-Chairman: SK Dhameja	Dean [AR&D], Dean [ICC&ES], concerned HOD, concerned PI, FIA
54.	e-Samiksha Portal/Accessible India	Chairman: Sanjay Sharma	Estate Assistant, HK Vinayak, KC Lachhwani

Sl. No	Duty	Chairman/Co-Chairman [Sarvshri /Ms.]	Support Team Members [Sarvshri /Ms.]
	Campaign (Sugamya Bharat Abhiyan)	Co-Chairman: FIA	
55.	TASK FORCE Task Force I: Online Education and Training and other regular academic Programmes	Chairman: HOD-IMEE Co-Chairman: HOD-Media Engg.	All HODs
	Task Force II: Atmanirbhar Bharat Abhiyan	Chairman: Rupinder Singh Co-Chairman: Balwinder Singh	Ritula Thakur/Meenakshi Sood/Hemant Vinayak/Ashok Kumar/Harsh Vardhan Samalia/Balwinder Raj
	Task Force III: Community Development	Chairman: HOD-RD Co-Chairman: HOD-EDIC	Hemant Vinayak/Amit Goyal
	Task Force IV: Unnat Bharat Abhiyan	Chairman: HOD-RD Co-Chairman: Coordinator, Unnat Bharat Abhiyan	HOD- CE, HOD-EMGT, Piush Verma/Balwinder Raj/Amit Goyal/PS Rao/Mr Amit Doegar
	Task Force V: War Room for Industrial Consultancy	Chairman: HOD-EDIC Co-Chairman: HOD-ME	Harsh Vardhan Samalia/Garima Saini/ Representative of each HOD
	Task Force VI: R&D, Consultancy and Patenting	Chairman: Pankaj Sharma Co-Chairman: Rupinder Singh	Ashok Kumar/Balwinder Singh/ Balwinder Raj/Mala Kalra/ Amit Goyal/Meenakshi Sood/ Ritula Thakur/Mrs Himmi Gupta
	Task Force VII: On-line Instruction Material Development	Chairman: HOD-Media Engg Co-Chairman: HOD-CDC	All HODs
	Task Force VIII: In-house Product Development	Chairman: Associate Dean Co-Chairman: M. Dutta	Representatives of each HODs/Amardev Singh/Pardeep Bansal/Amrendra Sharan
56.	Anti-Ragging Committee	Chairman: C Ramakrishna Co-Chairman: SK Gupta	Balwinder Singh Dhaliwal, Harsh Vardhan Samalia, Shano Solanki
57.	Committee for COVID Measures	Chairman: Hemant Sood Co-Chairman: Rajesh Mehra	Ritula Thakur, Amandeep Kaur, FIA, Jaspal Singh Member Convener: EA
58.	PWD Scheme	Chairman: Niraj Bala Co-Chairman: Hemant Kr. Vinayak	Amardev Singh, Amit Goel
59.	Core Team for Identified Areas ❖ Pedagogy & Impact Study	Team Lead: Sunil Dutt Coordinator: UN Roy	Shano Solanki, Kanika Sharma, Himmi Gupta, Ritula Thakur, HV Samalia, SK Gupta, Amandeep Kaur
	❖ Digital Instructional Materials & Implementation Analysis	Team Lead: Maitreyee Dutta Coordinator: Rakesh Wats	Amit Doegar, Amit Goyal, Hemant Kr Vinayak, Ritula Thakur, Balwinder Singh, KC Lachhwani
	❖ Curriculum Development & Effective Implementation Study	Team Lead: Rajesh Mehra Coordinator: AB Gupta	Dr Meenakshi Sood, Balwinder Raj, Ashok Kumar, PK Singla, Vinod Sonthwal, PS Rao, Shimi SL, Mala Kalra, Amardev Singh,
	NBA, NAAC, NIRF and any other Accreditation	Coordinator: C Ramakrishna Jt. Coordinator: Meenakshi Sood Balwinder S Dhaliwal	Nominee of respective HODs, FIA, Sr AdO, ACO
	International Networking	Coordinator: Rupinder Singh Jt. Coordinator: Pankaj Sharma	Niraj Bala, Himmi Gupta, Shimi SL, Ashok Kumar
60.	Security & Public Safety	Chairman: FIA Co-Chairman: Sr AdO	Hemant Sood, Hemant Kr Vinayak, EA, SK Gupta
61.	NEP-2020 Implementation	Chairman: BS Pabla Co-Chairman: Meenakshi Sood	Mala Kalra, Amit Goyal, KC Lachhwani, Amandeep Kaur, Garima Saini, PS Rao, Shimi SL, Amardev Singh

NOTE:

- (i) Each Committee must ensure timely meetings and submit the report to the authority.
- (ii) The Committee Chairman/Chairperson shall interact with member-convenor and team members to ensure that meetings are held and reports are submitted on time as desired.
- (iii) The Committee Chairman/Chairperson, if need be, can co-opt two members from staff after discussing with the Director.
- (iv) This supersedes all the previous order on these listed activities


(PK Singla)
Faculty Incharge-Administration