

REVISED
ALLOCATION OF ADDITIONAL DUTIES: W.E.F 05.04.2023 ONWARDS

Sl. No	Duty	Chair/Co-Chair [Sarvshri/Ms.]	Support Team Members [Sarvshri /Ms.]
1.	Faculty Development Programme [FDP] Committee	Chair: Lini Mathew Co-Chair: C Rama Krishna	Concerned HOD, Rupinder Singh, Mala Kalra, Garima Saini Member Convener: FIA
2.	Institute Budget Allocation and Expenditure Monitoring Committee	Chair: Hemant Sood Co-Chair: Pankaj Sharma	Deans, Associate Deans, HoDs Member Convener: ACO
3.	Purchase Committee	Chair: Lini Mathew Co-Chair: SS Gill	Pankaj Sharma, Vinod Kumar, Garima Saini, concerned Head, ACO, Member Convener: Sr AdO
4.	Library Committee	Chair: Niraj Bala Co-Chair: Rama Chhabra	Nominees of HODs Member Convener: Amit Goyal
5.	Staff Welfare & Grievances Redressal Committee	Chair: AB Gupta Co-Chair: Harsh Vardhan Samalia	SS Dhama, FIA, Shano Solanki, Jasvir Singh Rattan Member Convener: Sr AdO
6.	Liaison Officer for SCs/STs/OBCs/PWDs/ Ex-Serviceman	Chair: Rajesh Mehra Co-Chair: Sunil Jassal	Shano Solanki, Amit Deogar, PS Rao, Garima Saini, Sr AdO, Mukesh Singh Member Convener: SO [Estt]
7.	Internal Complaints Committee	Chair: Niraj Bala Co-Chair: Meenakshi Sood	Hemant Kr Vinayak, FIA, Kanika Sharma, Jaspal Singh, and Outside Expert Member Convener: SO (Estt)
8.	Internal Audit/ISO	Auditor: SK Gupta Co-Auditor: Harsh Vardhan Samalia	Hemant Kumar Vinayak, Kanika Sharma, FIA, Jaspal Singh, Outside Expert Member Convener: SO [Estt]
9.	Campus Planning & Development, Space Allocation, Repair and Maintenance including Furniture	Chair: HOD-Civil Co-Chair: Hemant Kumar Vinayak	HOD-EE, HOD-CSE, HOD-ECE, HOD-Media Engg, Maitreyee Dutta, PK Singla, Himmi Gupta, Amrendra Sharan, ACO Member Convener: Estate Officer/Estate Assistant
10.	Physical Verification	Chair: SS Banwait Co-Chair: SK Gupta	HK Vinayak, PS Rao, Amandeep Kaur, Amrendra Sharan, Vinod Kumar Sharma Member Convener: Sr AdO
11.	Student Welfare Activities [Co & Extra Curricular] & Cultural Activities	Chair: Maitreyee Dutta Co-Chair: AK Duggal	Ritula Thakur, Amit Goyal, Garima Saini, Shano Solanki Member Convener: SO [Academic Cell]
12.	Sports Committee	Chair: AK Duggal Co-Chair: PK Singla	Harsh Vardhan Samalia, Meenakshi Sood, Pardeep Kumar, JP Tungal, Sanjeev Kumar Member Convener: Nasib Singh
13.	Legal Matters Committee	Chair: SS Banwait Co-Chair: SS Gill	Vinod Kumar, FIA, Kuldeep Singh, Jaspal Singh Sodhi Member Convener: Sr. AdO
14.	Academic Cell	Chair: Dean-A&RD Co-Chair: Pankaj Sharma Balwinder Singh Dhaliwal	HODs or their nominees Member Convener: SO [Academic Cell]
15.	Centre for Developing Technical Competency [CDTC] & Apprenticeship	Chair: AB Gupta Co-Chair: Rama Chhabra	Nominees of HODs, KC Lachhwani Member Convener: Amrendra Sharan
16.	Departmental Promotion Committee [DPC] and MACP	Chair: SS Dhama Co-Chair: Vinod Kumar	Concerned HOD, Rakesh Wats, FIA, Kanika Sharma, Shano Solani, ACO, Jasvir Singh Rattan, Jaspal Singh Sodhi Member Convener: Sr AdO
17.	Chief Vigilance Officer	SS Dhama	FIA, ACO, SO (Estt), EO/EA
18.	Institute Journal, Newsletter and Publicity Committee	Chair: SS Pattnaik Co-Chair: Sunil Dutt	Amod Kumar, Meenakshi Sood, Himmi Gupta, Amrendra Sharan, Sangeeta Gupta Member Convener: Jyoti Prakash
19.	Meetings of HODs & Others as per instruction of the Authority	Chair: HOD, IMEE Co-Chair: FIA	Sr AdO, SO [Estt], SO [B&IA] Support Staff: Staff of IMEE

5/4/2023

Sl. No	Duty	Chair/Co-Chair [Sarvshri/Ms.]	Support Team Members [Sarvshri /Ms.]
20.	Meetings of FC/BOGs/Society	Chair: FIA Co-Chair: HOD [IMEE]	Support Staff: SO [Board] and Team Sr. ADO, ACO SO [Estt], SO [B&IA]
21.	(a) National Liaisoning & Networking	Liaison Officers	Support Team
	❖ Delhi	Rajesh Mehra	Ashok Kumar
	❖ Haryana	Vinod Kumar	Shano Solanki
	❖ Himachal Pradesh	Pankaj Sharma	Ritula Thakur
	❖ Jammu & Kashmir	SS Gill	Amit Deogar
	❖ Punjab & Chandigarh	SK Gupta	Balwinder Singh Dhaliwal
	❖ Rajasthan	Sanjay Sharma	KC Lachhwani
	❖ Uttar Pradesh	UN Roy	Harsh Vardhan Samalia
	❖ Uttarakhand	Rakesh Wats	Amardev Singh
	❖ Other than Northern States	Maitreyee Dutta	Faculty and Staff of IMEE
(b) International Liaisoning and Networking	SK Dhameja	Rupinder Singh, Pankaj Sharma, Harsh Vardhan Samalia, Ashok Kumar, Amit Goyal	
[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]			
22.	Hostel, Mess & Canteen Management	Chair: UN Roy Co-Chair: HV Samalia	Warden [Men], Warden [Women] and EO/EA Member Convenor: SO [Hostel]
23.	Guest House [1 & 2]	Chair: C. Rama Krishna Co-Chair: Pankaj Sharma	SO [Hostel] Member Convenor: EO/EA
24.	Hostel Warden (Men)	Vinod Kumar and Ashok Kumar	EO/EA, SO [Hostel]
25.	Hostel Warden (Women)	Meenakshi Sood and Ritula Thakur	EO/EA, SO [Hostel]
26.	Awards Committee	Chair: AB Gupta Co-Chair: AK Duggal	Liaison Officers Member-Convenor: HOD, IMEE
27.	Allotment and Maintenance of Vehicles	Chair: SS Dhama Co-Chair: Vinod Kumar	EO/EA
28.	Intranet, Internet and Institute Website, Networking, ERP, etc.	Chair: C. Rama Krishna Co-Chair: Shano Solanki	Mala Kalra, Pardeep Kumar, Sangeeta Gupta, Sidharatha Nanchahal, Rajiv Negi, Member Convenor: Amrendra Sharan
29.	Performance Evaluation & Target Monitoring Committee [The Committee to submit report on every four months]	Chair: SK Dhameja Co-Chair : Rupinder Singh	Deans, Associate Deans, concerned HOD Member Convenor: HoD, IMEE
30.	Stakeholder Interaction, Feedback Collection and Analysis Committee	Chair: Maitreyee Dutta Co-Chair: Rama Chhabra	Amardev Singh, Pardeep Kumar Member Convenor: Staff of IMEE
31.	Industry Linkage and Collaboration	Chair: Niraj Bala Co-Chair: Rupinder Singh	Nominee of HODs
32.	Official Language Implementation	Chair: FIA Co-Chair: Sr. ADO	Staff of Hindi Cell Member-Convenor: Sanjiva Kumar Singh
33.	Matters related to RTI Act, 2005 and CPGRAMS	Nodal Officer: Sunil Dutt CPIO: Niraj Bala Asstt. CPIO: Sr AdO	Staff of Establishment Section
34.	Transparency Officer under RTI Act, 2005	AB Gupta	
35.	First Appellant Authority under RTI Act 2005	BC Choudhary	
36.	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: BC Choudhary	FIA, CPIO/Asstt. CPIO
37.	Press Interaction Committee	Chair: SS Gill Co-Chair: Ashok Kumar	FIA, Meenakshi Sood, Harsh Vardhan Samalia, Amardev Singh, Sr AdO
38.	Students Placement and Internship	Chair: Niraj Bala Co-Chair: Balwinder Singh Dhaliwal	Nominees of all HODs Member Convenor: SO [Academic Cell]
39.	Operation and Maintenance of PA System and Photography	Chair: SS Pattnaik Co-Chair: RK Wats	Staff of Media Engineering
40.	Institute Dispensary	Chair: Sunil Jassal Co-Chair: Amit Deogar	Sr AdO, SO [Hostels], SO [Stores], Member Convenor: SO [Estt]
41.	House Allotment Committee [Staff]	Chair: SS Dhama Co-Chair: UN Roy	Vinok Kr. Sharma, Pardeep Kumar, Sohan Lal, Shammi Kumar Member Convenor: Sr AdO
42.	House Allotment Committee [Faculty]	Chair: SS Dhama Co-Chair: UN Roy	Pankaj Sharma, Sunil D Jassal, Amardev Singh Member Convenor: Sr AdO

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Sl. No	Duty	Chair/Co-Chair [Sarvshri/Ms.]	Support Team Members [Sarvshri /Ms.]
43.	Recruitment of Faculty & staff (Regular)	Chair: BS Pabla Co-Chair: Hemant Sood	Lini Mathew, SS Gill, Niraj Bala, FIA Member Convenor: Sr AdO
	The Committee shall verify the rules, qualifications, terms and conditions before advertisement is published		
44.	Digital Mission Implementation & Monitoring (including instructional resources, Product Development etc,	Chair: SS Pattnaik Co-Chair: RK Wats	Nominees of HODs Member Convenor: HOD-IMEE
45.	Implementation and Monitoring of National Missions [Except Digital Mission] such as Community Development, Unnat Bharat Abhiyan, Amma Nirbhar Bharat Abhiyan etc.	Chair: Dean [ICCES] Co-Chair: UN Roy	Rama Chhabra, HV Samalia, Hemant K Vinayak, Kanika Sharma, Amit Goyal Member Convenor: Head, IMEE
46.	Alumni Activities	Chair: Dean-A&RD Co-Chair: Meenakshi Sood	Ritula Thakur, Amit Deogar, Shano Solanki, Amandeep Kaur, Amit Goyal
47.	Celebration of Various Days	Head-IMEE (Head-IMEE will form and notify Committees, and coordinate celebration of various days such as Labour Day, Anti-Terrorism Day, International Day against Drug Abuse, Independence Day, Sadbhavana Divas, Teachers' Day, Vishwakarma Day, Quami Ekta Day, Martyrdom Day, Institute Day, World Blood Donor Day, Republic Day, International Day of Yoga, Matribhasha Divas, Sardar Vallabhbhai Patel Divas (National Unity Day)/Rashtriya Ekta Divas, International Literacy Day, Fundamental Rights/Constitution Day, Nasha Mukti Abhiyan, International Women's Day, Vigilance Awareness Week, Balidan Diwas, Parikarma Diwas, National Youth Day, Bharat Bhagya Vidhata)	
48.	HUB Coordinator	HOD-IMEE	Faculty Members of IMEE
49.	Arranging Academic Council Meetings	Chair: Dean [AR&D] Co-Chair: Balwinder Singh Dhaliwal	All HODs, FIA, Staff of Academic Cell
50.	Staff Training	Chair: SK Dhameja Co-Chair: Sunil D Jassal	Concerned HODs, FIA, Section Incharges Member Convenor: Sr. ADO
51.	e-Samiksha Portal/Accessible Indian Campaign (Sugamya Bharat Abhiyan)	Chair: Sanjay Sharma Co-Chair: Amod Kumar	HK Vinayak, KC Lachhwani, EO/EA
52.	Anti-Ragging Committee	Chair: Poonam Syal Co-Chair: SK Gupta	Balwinder Singh Dhaliwal, Kanika Sharma, PS Rao, Mala Kalra
53.	Core Team for Identified Areas		
	❖ Pedagogy & Impact Study	Team Lead: Sunil Dutt Coordinator: Poonam Syal	Nominees of HODs
	❖ Curriculum Development & Effective Implementation Study	Team Lead: AB Gupta Coordinator: Meenakshi Sood	Nominees of HODs
	❖ NBA, NAAC, NIRF and any other Accreditation	Chair: C Ramakrishna Co-Chairs: Meenakshi Sood, Ritula Thakur, Balwinder Singh Dhaliwal	Nominee of respective HODs, FIA
54.	Health (including COVID measures), Public Safety & Campus Security	Chair: AB Gupta Co-Chair: FIA	Pankaj Sharma, Vinod Kumar, Meenakshi Sood, JP Tungal Member Convenor: Ritula Thakur
55.	NEP-2020 Implementation	Chair: Rupinder Singh Co-Chair: PK Singla	Ritula Thakur, Meenakshi Sood, Amit Deogar, Amit Goyal, KC Lachhwani, Amandeep Kaur, Garima Saini, PS Rao, Amardev Singh, Himmi Gupta
56.	Roster Committee (Faculty and Staff)	Chair: Hemant Sood Co-Chair: UN Roy	Rakesh Wats, C. Rama Krishana, Sunil D Jassal, Shano Solanki, FIA, ACO, SO/ASO-SRD, Jaspal Singh Sodhi, Mukesh Singh Member Convenor: Sr AdO
57.	Innovation, Start Ups and IPRs	Chair: Rupinder Singh Co-Chair: Amod Kumar	Nominees of HODs
58.	NPS Committee	Nodal Officer: DDO Coordinators: Sr.Ado & ACO for CSDL/CRA	Staff of Accounts and Establishment Section and Amrendra Sharan
59.	Disciplinary Committee (Students, Staff and Faculty)	Chair: SK Dhameja Co-Chair: SS Banwait	HODs, Chair of Liaison Officer for SCs/STs/OBCs/PWDs/Ex-Serviceman Committee, Chair of Internal Complaints Committee, Wardens, Section I/C, FIA Member Convenor: Sr AdO

NOTE:

- (i) Each Committee must ensure timely meetings (at least 3 times a year) and submit the report to the authority. Head, IMEE will coordinate.
- (ii) The Committee Chair/Co-Chair 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 Chair/Co-Chair, 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.
In the absence of Chair, Co-Chair shall act as Chair.

(Signature)
5/4/23
(PK Singla)

Faculty Incharge-Administration