

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

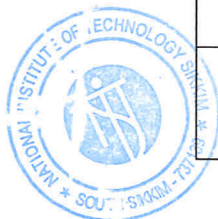
Ref. No.: NITS/2022/Dir. Office/206,

Date: 08th Sept. 2022

OFFICE ORDER

The following assignments are entrusted to the faculty/officer in suppression to any earlier order issued:

S. No	Name of the Committee/Cell/Section	Faculty In-charge	Responsibilities
1	Examination Cell	Dr. Sumit Saha	Conducting examination, tabulation, Marksheets and Certificate preparation, etc.
2	Health Care Services	Dr. Om Prakash	Management of Health Care Services.
3	Games and Sports	Dr. Shambhunath Barman	Games & Sports activities
4	Cultural Activities	Dr. Richa Mishra Dr. Kirti Tewari	Cultural Activities
5	Central Library	Dr. Taraknath Kundu	Library, Information, learning resources & Methodologies, publications, etc.
6	Entrepreneurship and Innovation Cell	Dr. Hemant Kr. Kathania	Inculcating innovative ideas in students, leading to projects, products, entrepreneurship, etc.
7	External Relations and Outreach Activity	Dr. Anindya Biswas	Activities with Other Institutes in India and Abroad
8	Training and Placement Cell	Dr. Dhananjay Tripathi	Training, Placement, Career Counselling, etc.
9	Store and Purchase Section	Dr. Aurobinda Panda	Matters related to procurement and store. The indenter will do the processing.
10	Alumni Affairs Cell	Dr. Sangram Ray	To promote activities related to Alumni
11	ICTI (FIICTI shall be the Convener/Chief Coordinator)	Dr. Pratyay Kuila Coordinator, Computing Devices	Services, Maintenance and Procurement of Computing Facility
		Dr. Md. Sarfaraj Alam Ansari Coordinator, Campus Wide Networking.	All activities related to campus wide networking
		Dr. Pankaj Kr. Keserwani Advisor, Institute Website Development & Maintenance Mr. Gajendra S. Shekhawat Coordinator, Institute Website Development & Maintenance	All activities related to Website development and management
12	Publication and Printing	Dr. Dhananjay Tripathi	Preparation of various Reports, Newsletters, etc.



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13	Community Development and Awareness Programme	Dr. Pankaj Kr. Keserwani	Creating awareness in and development of the community around. Activities related to NSS, school student visit etc.
14	Promotion of Indian Language	Dr. Dhananjay Tripathi	To nurture Indian Languages.
15	Vehicle and Transport Management Cell	Dr. Sourav Mallick	Procurement, Maintaining and scheduling of the vehicles.
16	Landscaping, Gardening and Environment Cell	Dr. Anjan Kumar Ray	Landscaping Gardening, Garbage disposals and other Environmental and aesthetic matters.
17	Chief Warden	Dr. Ravi Srivastava	To look after the hostels, mess, etc.
18	Swachh Bharat Abhiyan	Dr. Om Prakash	Activities Related to Swachh Bharat Abhiyan
19	Fit India Movement and Ek Bharat Shrestha Bharat	Dr. Sanjay Kumar Jana Dr. Pratyay Kuila	Fit India Movement, Ek Bharat Shrestha Bharat and all flagship schemes of GoI.
20	Outsource Manpower	Mr. Rewa Nath Sharma	Activities Related to Outsource Manpower
21	Estate - Electrical	Dr. Pradeep Kumar	Electricity Infrastructure, Power Supply, Lighting, Metering, Energy Conservation, Repair & Maintenance, etc.
22	Estate – Civil	Mr. Rewa Nath Sharma	Construction and Civil Maintenance Management including Water Supply, etc
23	Annual Report	Dr. Dhananjay Tripathi	Preparation of Annual Reports, etc.

The responsibilities discharged by the former Faculty-In-Charges/Head of the Section/Committee/Cell are highly appreciated and are requested to handover the charge to the respective Faculty-In-Charge/Officer.

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Director
8/19/22

Copy to:

1. Concerned Faculty-In-Charges/ Officers – To handover/takeover the charge
2. All Departments/Sections
3. Office of the Registrar
4. Concerned Faculty/ Officer
5. Personal File of Concerned Faculty/ Officer
6. Guard File



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Director