

ALLOCATION OF ADDITIONAL DUTIES [W.E.F. 01st April 2026 onwards]

Sl. No.	Committee / Responsibility	Chair/Co-Chair/Coordinator & Support Team Members [Sarv Shri /Ms.]
A	1. AC & Refrigeration	Chair: Rupinder Singh, Co-Chair: Sunil D. Jassal, Members: Estate Officer (EO), Member-Convenor: Mukesh Singh
	2. Alumni Activities	Chair: Assoc. Dean (A&S)-I, Co-Chair: Assoc. Dean (A&S)-II, Nominees of HoDs
	3. Apprenticeship & Internship	Chair: Maitreyee Dutta, Co-Chair: Shano Solanki, Members: Nominees of HoDs
	4. Awards & Prizes	Chair: AB Gupta, Co-Chair: Assoc. Dean (F&S), Members: Ritula Thakur, Himmi Gupta, Member-Convenor: HoD (IMEE)
B	5. Budget Allocation and Expenditure Monitoring	Chair: Dean (A&F), Co-Chair: Drawing and Disbursing Officer (DDO), Members: Deans, Associate Deans, HoDs, Member-Convenor: Accounts Officer (ACO)
C	6. Career Advancement Scheme (CAS)	Chair: BC Choudhary, Co-Chair: Pankaj Sharma, Members: Concerned HoD (if HoD is not a Professor, the senior most Professor of the Department/Institute)
	7. (a) Civil Infrastructure (New Projects, Land Management)	Chair: Hemant Sood, Co-Chair: AK Duggal, Members: Head-CSE, Head-EE, Chair (AC&R), ACO, Convenor: EO
	(b) Civil Infrastructure (Services, Maintenance, Space Management)	Chair: AK Duggal, Co-Chair: Vinod Kumar, Members: Head-CSE, Head-EE, Chair (AC&R), ACO, Member-Convenor: Estate Assistant (EA)
D	8. Days' Celebration	Overall Coordinator: HoD, IMEE (will form and notify Committees and coordinate celebration of various days).
	9. Departmental Promotion Committee [DPC] and Modified Assured Career Progression [MACP] Scheme	Chair: SS Dhani, Co-Chair: Assoc. Dean (F&S), Members: As per DoPT Guidelines with the approval of the Competent Authority, Convenor: SO (Establishment)
	10. Disciplinary Matters (Students, Staff and Faculty)	Chair: Rajesh Mehra, Co-Chairs: Assoc. Dean (F&S) and Assoc. Dean (A&S)-I/II, Members: Concerned HoD, Liaison Officers for SCs/STs/ PWDs and OBCs/ Ex-Serviceman/EWS Cells, Chair of Internal Complaints Committee, Concerned Warden
E	11. Electrical Maintenance	Chair: Ritula Thakur, Co-Chair: Ashish, Members: Vinod Kumar Sharma, Sandip Jana, Pawan Kumar (EE)
F	12. Fund Investment	Chair: DDO, Co-Chair: Dean (A&F), Members: Assoc. Dean (ORG), Member-Convenor: ACO
	13. Furniture Management	Chair: AK Duggal, Co-Chair: Vinod Kumar, Members: Amrendra Sharan, EA
G	14. Green and Smart Campus	Chair: Kanika Sharma, Co-Chair: Amandeep Kaur Members: Amrendra Sharan, Vinod Kumar Sharma, Member-Convenor: EA
	15. Guest House [1 & 2], MT Hall (G.Floor), Tagore Hall (G.F.), Amartya Hall (G.F.), (including washerman contract)	Chair: AB Gupta, Co-Chair: Pankaj Sharma, Members: Kamaldeep, EA, Kali Ram, Convenor: SSA (Hostels & Guest House)
H	16. Hostel Warden (Men) (including Mess & Canteen contract)	Warden: C. Rama Krishna, Asst. Warden: Rajput Jyoti Prakash, Members: EA, Kali Ram, Convenor: SSA [Hostels & Guest House]
	17. Hostel Warden (Women) (including Mess & Canteen contract)	Warden: Kanika Sharma, Associate Warden: Sangeeta Gupta, Members: EA, Kali Ram, Convenor: SSA [Hostels & Guest House]
	18. House Allotment [Faculty]	Chair: Rakesh Wats, Co-Chair: UN Roy, Members: Shano Solanki, Amandeep Kaur, EO, Convenor: SO/ASO (EA-II)
	19. House Allotment [Staff ^{ff}]	Chair: Sanjay Sharma, Co-Chair: UN Roy, Members: Sangeeta Gupta, Jasvir Singh Rattan, Sohan Lal, Rajput Jyoti Prakash, EO, Sitender Singh Dahiya, Convenor: SO/ASO (EA-II)
I	20. IKS, NEP-2020 & UHV Activities	Chair: Pankaj Sharma, Co-Chair: Ashok Kumar, Members: PK Singla, Rama Chhabra, Himmi Gupta, KC Lachhwani
	21. Industry Linkages, Start Ups and IPRs	Chair: Dean (R&D), Co-Chair: HV Samalia Members: As per requirement with approval of Competent Authority
	22. Institute Journal	Chair: Rupinder Singh, Co-Chair: Pankaj Sharma, Members: Kanika Sharma, Ashok Kumar, Himmi Gupta, Suniti Dutt
	23. Institute Library	Chair: Niraj Bala, Co-Chair: BS Dhaliwal, Members: Nominees of HoDs
	24. Institute Newsletter	Chair: Maitreyee Dutta, Co-Chair: Meenakshi Sood, Members: Himmi Gupta, Kamaldeep
L	25. Legal Matters	Chair: BC Choudhary, Co-Chair: Kanika Sharma, Member-Convenor: SO/ASO/JSA (Board Section)
	26. Liaisoning & Networking	
	(a) National	Overall Coordinator: Maitreyee Dutta (will form and notify various Committees and Coordinate)

M

N

O

P

R

S

T

V

Sl. No.	Committee / Responsibility	Chair/Co-Chair/Coordinator & Support Team Members [Sarv Shri/Ms.]
	(b) International	Chair: Kanika Sharma, Co-Chair: Ashok Kumar, Members: Himmi Gupta, Amandeep Kaur
27.	Media and Public Relations	Chair: Maitreyee Dutta, Co-Chair: Himmi Gupta Kamaldeep: Designing/creation of posts, Upload on social media.
28.	Organising Meetings	
	(a) HoDs & Others as per instruction of the Authority	Chair: HoD, IMEE, Co-Chair: SS Gill, Members: Staff of IMEE
	(b) FC/BOG/Society	Chair: Dean (A&F), Members: SO/ASO/JSA (Board), ACO
	(c) Academic Council	Chair: Dean (A&S) Members: Staff of Academic Cell, Staff of IMEE
29.	NAAC, NBA & NIRF	Chair: Rakesh Wats, Co-Chair: SS Gill, Members: Ritula Thakur, Meenakshi Sood, BS Dhaliwal, Garima Saini, Mala Kalra
30.	Official Language Implementation	Chair: Pankaj Sharma, Co-Chair: Associate Dean (A&S)-I, Members: PK Singla, Amit Goyal, Mala Kalra, KC Lachhwani, Member-Convenor: Simran Apreja
31.	Outsourced Services Management	Chair: Kanika Sharma, Members: Kamaldeep, Rajput Jyoti Prakash, EA, Kali Ram
32.	Physical Verification	Chair SK Gupta, Co-Chair: BS Dhaliwal, Members: Rama Chhabra, Amit Doegar, PS Rao, Amit Goyal, Vinod Kumar Sharma, Ashok Kumar (ECE), Puneet Kumar, Convenor: SO/ASO (Store)
33.	Purchase Committee	Chair: BC Choudhary, Co-Chair: SS Gill, Members: Concerned HoD, Garima Saini, Mala Kalra, ACO, Convenor: SO/ASO (Store)
34.	Professional Development [Faculty & Staff]	Chair: Hemant Sood, Co-Chair: Assoc. Dean (F&S), Members: Concerned HoD, Poonam Syal, SK Gupta, HV Samalia, Garima Saini, Convenor: SO/ASO (Estt.)
35.	RTI Act 2005 related Committee/Authorities	
	(a) RTI Act, 2005 and CPGRAMS related matters	Nodal Officer & CPIO: Niraj Bala, Asstt. CPIO: HV Samalia
	(b) First Appellant Authority under RTI Act 2005	Pankaj Sharma
	(c) Transparency Officer	AB Gupta
	(d) 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: Pankaj Sharma, Members: CPIO/Asstt. CPIO
36.	Recruitment (Faculty & Staff)*	Chair: Lini Mathew, Co-Chair: BC Choudhary, Members: SS Gill, Assoc. Dean (F&S), Convenor: SO/ASO (SRD)
37.	Roster Committee (Faculty and Staff)	Chair: Hemant Sood, Co-Chair: Associate Dean (F&S), Members: As per requirement with the approval of the Competent Authority, Convenor: SO/ASO (SRD)
38.	Safety, Security, Health & Wellbeing	Chair: AB Gupta, Co-Chair: Dean (A&F), Members: Assoc. Dean (A&S)-I, Assoc. Dean (A&S)-II, Ritula Thakur, Member-Convenor: EO
39.	Social Media	Chair: Meenakshi Sood, Members: Kamaldeep
40.	Sports & Games	Chair: AK Duggal, Co-Chair: Meenakshi Sood, Members: HV Samalia, Sanjeev Kumar, Convenor: Nasib Singh
41.	Student Welfare Activities (Co/Extra Curricular & Cultural)	Chair: Maitreyee Dutta, Co-Chair: AK Duggal, Members: Assoc. Dean (A&S)-I, Assoc. Dean (A&S)-II, Ritula Thakur, Amit Doegar, PS Rao, Amit Goyal, Convenor: ASO/Steno/SSA (Academic Cell)
42.	Telephone, Networking & Web Applications	Chair: C. Rama Krishna, Co-Chair: Mala Kalra, Members: Sangeeta Gupta, Amrendra Sharan, Mandeep Saini, Vinod Kumar Sharma, Pawan Kumar (EE)
43.	Vehicles Allotment and Maintenance	Chair: Hemant Sood, Co-Chair: HV Samalia, EA

NOTE:

- Each Committee Chair must ensure timely meetings (at least once in a quarter) and submit the report to the authority. Prof. Maitreyee Dutta will coordinate the timely submission of reports.
- The Committee Chair/Co-Chair, if need be, can co-opt up to two members from faculty/staff with the approval of the Director.
- In the absence of Chair, Co-Chair shall act as Chair.
- Co-Chair and each team member should initiate/co-ordinate at least one activity pertaining to the committee.
- Convenor's duties include to convene the meeting, prepare draft minutes and finalize the minutes of the meetings.
- This Office Order supersedes all the previous orders on the above listed activities.

Following the retirement of Prof. Sanjay Sharma in September 2026, Prof. Rakesh Wats will assume the role of Chair from 1st October, 2026.
* This is valid up to 31st May, 2026.

This is issued with the approval of the Director.

सी. रामा कृष्णा
प्रो. (डॉ.) सी. रामा कृष्णा 27/3/2026
डीन (प्रशासन एवं वित्त)