

# Information Handbook under Right to Information Act, 2005

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National Institute  
of Technology  
Srinagar

Hazratbal | Srinagar (J&K) | 190006

[www.nitsri.ac.in](http://www.nitsri.ac.in)

## Information Handbook under Right to Information Act- 2005

Right to information Act		
1	Right to Information Act, 2005	English Version Hindi Version
2	RTI Guidelines	RTI Guide 2013
3	Frequently Asked Questions	RTI FAQs   NIT FAQs
4	Definitions	NIT Srinagar: National Institute of Technology Srinagar. RTI Act: Right to Information Act, 2005 NIT Act: NITSER Act, 2007
RTI at NIT Srinagar		
5	Names, designations and other particulars of the Public Information Officers at NIT Srinagar.	<p><b>Chief Public Information Officer (CPIO)</b> Prof. Atikur Rehman, I/C Registrar National Institute of Technology Srinagar Email: registrar@nitsri.ac.in</p> <p><b>Public Information Officer (PIO)</b> Mr. Mohammed Iqbal Dar Assistant Registrar National Institute of Technology Srinagar Email: miqbaldar@nitsri.ac.in</p> <p><b>Appellate Authority</b> Prof. Ghulam Ashraful Harmain Dean, Faculty Welfare National Institute of Technology Srinagar Email: gharmain@nitsri.ac.in</p>
6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	RTI Quarterly Return Forms
7	Information on rates of fees payable for seeking the information under RTI Act 2005.	<p>A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an <i>application fee of rupees ten</i> by demand draft or banker's cheque or IPO payable to the NIT Srinagar.</p> <p>For providing the information under sub-section (1) of section 7, the fee shall be charged by way of demand draft or bankers cheque payable to the NIT Srinagar, at the following rates:</p> <p><i>Rupees two for each page (in A-4 or A-3 size paper) created or copied.</i></p> <p><i>Actual cost or price for samples or models; and</i></p> <p><i>For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hours or fraction thereof on each occasion for the same case.</i></p> <p>For providing the information under sub-section (5) of section 7, the fee shall be charged by demand draft or bankers cheque payable to the NIT Srinagar at the following rates:</p> <p><i>For information provided in CD/DVD, if available, rupees fifty per CD/DVD: and</i></p> <p><i>For providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.</i></p>

**Note:** This handbook contains hyperlinks to related documents; you may click on the same to access the relevant information.

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**This Handbook has been compiled by;**

1. Mr. Mohammed Iqbal Dar, (Assistant Registrar, Administration)  
Email: miqbaldar@nitsri.ac.in
2. Mr. Mohamad Hazik, (Assistant Registrar, Director's Office/Legal)  
Email: hazik@nitsri.ac.in
3. Mr. Faisal Showkat Shah, Mr. Nayeem Zahoor & Mr. Ovais Nazir (Junior Assistants)  
National Institute of Technology Srinagar

*Last updated on 13/04/2024*

## 1. Particulars of NIT Srinagar, functions and duties;

- **Name & Address of the Institute.**

National Institute of Technology Srinagar  
Hazratbal, Srinagar, Jammu & Kashmir.  
India | Pin- 190006

Telephone: 0194-2422032 | Fax: 0194-2420475  
www.nitsri.ac.in

- **Director:** *Prof. A. Ravinder Nath*
- **Registrar:** *Prof. Atikur Rehman*

### **Institute Working Hours**

- *Teaching & Administration:* 8.45 AM to 5.15 PM (Monday to Friday)
- *Library:* 8:45 AM to 12 AM (Working Days) | 10 AM to 5 PM (Weekends & Holidays).
- Research activities and essential services are open round the clock throughout the year.

- **Introduction**

National Institute of Technology Srinagar is a Centrally Funded Technical Institute under the aegis of Ministry of Education (previously Ministry of Human Resource Development) Government of India.

National Institute of Technology Srinagar (formerly Regional Engineering College) was established in July of 1960, by a joint venture between the Government of India & the erstwhile State Government of J&K during the Second (Five Year) Plan. It was among the first batch of 8 such Institutes that were set up across the country. The other seven Institutes were located at Allahabad, Bhopal, Durgapur, Jamshedpur, Nagpur, Surathkal & Warangal.

The Institute initially functioned at the historical Chinar Garden of Naseem Bagh, Srinagar; adjacent to the campus of the University of Kashmir on the North side. The Institute eventually shifted to its present campus in the year 1966 & has functioned here ever since.

The Institute was elevated in the year 2003, to function as one of the 30 National Institutes of Technology across the country & was granted with 'Deemed to be University' status by the Ministry of Human Resource Development (MHRD), Government of India & University Grants Commission (UGC).

- **Vision**

To establish a unique identity of a pioneer technical Institute by developing high quality technical manpower & technological resources that aim at economic & social development of the nation as a whole & the region, in particular, keeping in view the global challenges.

- **Mission**

To create a strong & transformative technical educational environment in which fresh ideas, moral principles, research & excellence nurture with international standards.

To prepare technically educated & broadly talented engineers, future innovators & entrepreneur graduates with understanding of the needs & problems of the industry, society, state & the nation.

To produce engineers who possess the highest degree of confidence, professionalism, academic excellence & engineering ethics.

- **Objectives**

- I. To provide the best educational infrastructure for imparting high-class education in science & technology & a creative atmosphere for inter-disciplinary research both by the students & the faculty.
- II. To enhance the quality of teaching by strengthening the teachers' professional capabilities to meet the growing educational aspirations of students.
- III. To upgrade the syllabus & re-frame the course curriculum periodically in order to produce creative & capable engineers who meet effectively the growing job requirements.
- IV. To inculcate amongst the students the highest standards of honesty, accountability, moral integrity, tolerance for diversity, & respect for ethnic & religious differences so as to make them good human beings.
- V. To develop amongst the students a strong personal commitment, as a member of the engineering professional, towards social outreach activities.
- VI. To produce engineers having ethics of engineering profession, complete confidence in decision making & a good social outlook in all their activities so that they perform their duty to the best satisfaction of the organization & to the society.

- **Duties of the Institute**

Teaching and Research.

- **Main activities/functions of the Institute**

- Imparting technical education at undergraduate and postgraduate levels. Carrying out of Research by faculty and students leading to Masters and doctoral degrees, sponsored research, industrial consultancy and continuing education.

- **Academic Departments at the Institute**

*The Institute has eight Engineering Departments, four Allied Departments & Six Centres.*

Engineering		Allied	Centres
Department of Civil Engineering	Department of Metallurgy & Material Sciences	Department of Chemistry	Water Resources Management Centre
Department of Mechanical Engineering	Department of Information Technology	Department of Physics	Computer Services Centre
Department of Chemical Engineering	Department of Computer Science Engineering	Department of Mathematics	Central Research Facilities Centre
Department of Electrical Engineering	Department of Electronics & Communication Engineering	Department of Humanities, Social Sciences & Management.	Innovation, Incubation & Entrepreneurship Development Centre
			Library & Information Resources Centre
			iDream Centre

- **Academic Courses offered by NIT Srinagar**

S.No.	Programmes	No of disciplines
1.	Bachelor of Technology	8
2.	Master of Technology	13
3.	Master of Science	3
4.	Master of Business Administration	1
5.	Master of Technology, Innovation, and Entrepreneurial Management	1
6.	Ph.D	12

- **Student enrolment statistics**

S.No.	Programme	Total Strength
1.	B. Tech	3287
2.	M. Tech	334
3.	M. Sc.	62
4.	MBA	14
5.	M.TIEM	Nil
6.	Ph.D	604

- **Staff Statistics**

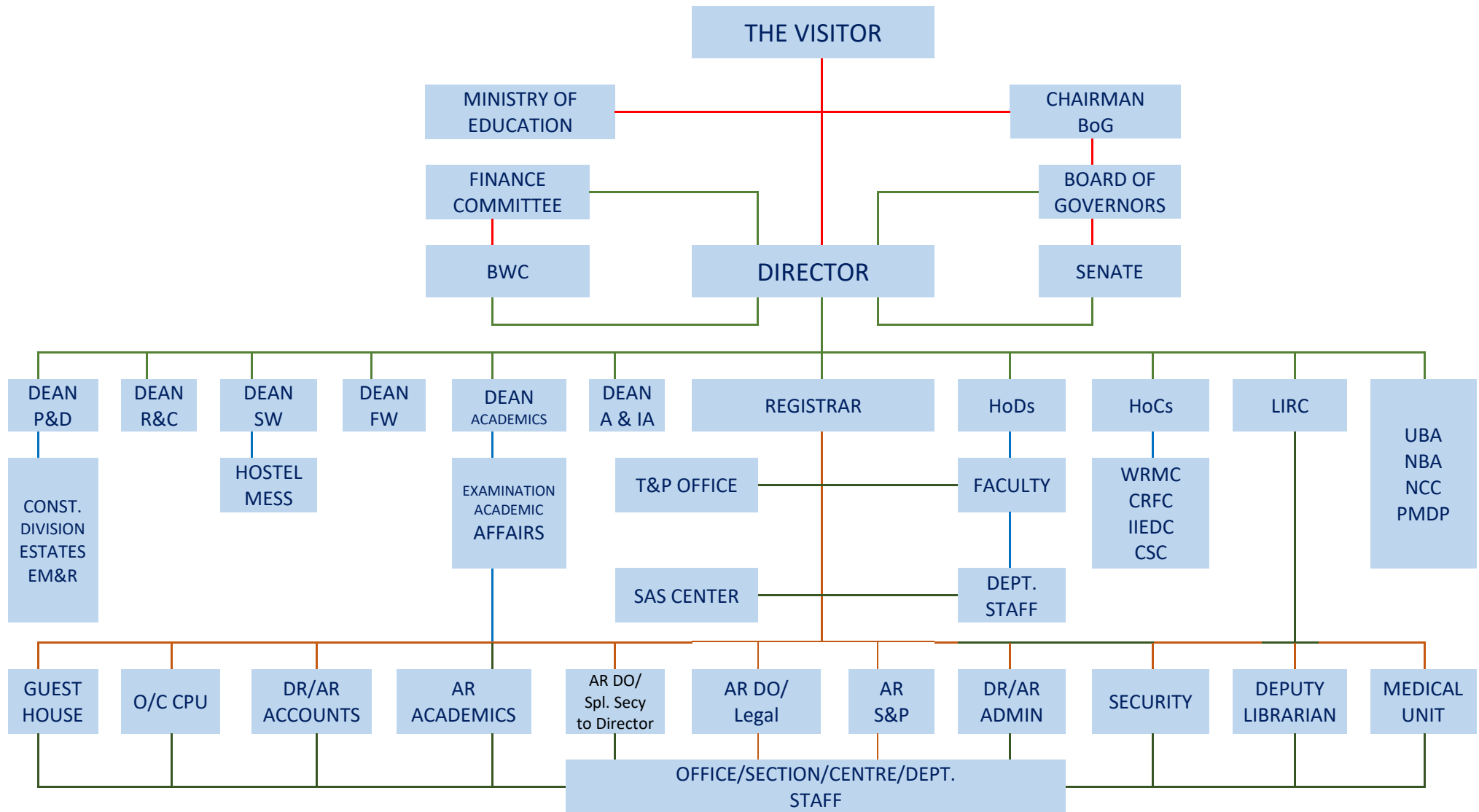
S.No.	Category	Total Strength
1.	Teaching/Faculty (Permanent)	155
2.	Teaching (Temporary/Guest Faculty)	36
3.	Non-Teaching (Permanent)	171
4.	Non-Teaching (On contractual basis)	36
5.	Non-Teaching (Outsourced Staff)	298

*Sanctioned Strength: 198 (Teaching) & 218 (non-teaching)*

- **Services provided by the Institute**

- Teaching at UG and PG levels in Engineering, Allied Science, Humanities & Management. *(Details of teaching programs available on the website).*
- State-of-the-art research in frontier areas of science and technology.
- Carrying out sponsored research and consultancy projects.
- Providing continuing education to personnel from Academia, Industry and Government.
- Organizing conferences, seminars and short-term courses.

# ORGANISATION STRUCTURE



Note: All Deans are supported by Associate Deans to carry out their duties.

BWC: Building & Works Committee

A&IA: Alumni & International Affairs

IIEDC: Innovation Incubation & Entrepreneurship Development Centre

PMDP: Prime Minister's Development Package

P&D: Planning & Development

EM&R: Electrical Maintenance & Repair

WRMC: Water Resources Management Centre

LIRC: Library Information Resources Centre

NCC: National Cadet Corps

R&C: Research & Consultancy

T&P: Training & Placement

CRFC: Central Research Facility Centre

SAS: Students Activity & Sports Centre

UBA: Unnat Bharat Abhiyan

SW: Student Welfare

FW: Faculty Welfare

CSC: Computer Services Centre

CPU: Central Purchases Unit

NBA: National Board of Accreditation

## **1.2. The powers and duties of Institute officers and employees.**

Director is the Principal Academic and Executive Officer of the Institute. The Director shall be responsible for the proper administration of the Institute, for the imparting of instruction and for maintaining discipline therein. The Director has the power to incur expenditure in accordance with the procedure laid down by the Board and the MHRD from time to time.

The Registrar is the custodian of records, funds of Institute and such other properties of the Institute.

Other officers and staff of the Institute assume powers, responsibilities and duties as assigned to them time to time by the Director.

The powers and duty of officers and employees are derived from NIT Acts and Statutes.

*For more details on Power and duties of officers at NITs please click on the link.*

## **1.3. The procedure followed in the decision-making process, including channels of supervision and accountability.**

- **Decision making process & related provisions, acts, rules:** The Institute has a Director, a Registrar, 6 Deans, 12 Heads of the Departments, more than 160 Faculty members, 2 Deputy Registrars and 6 Assistant Registrars who are in turn supported by technical, ministerial & office staff to carry out the various functions of the Institute as per procedures laid down in the NITSER Act, NIT Statutes and by the BoG from time to time. Each controlling officer listed above is primarily responsible for taking decisions pertaining to the office/department he/she is in charge of.

*For more on Key Decision-Making Points please click on this link;*

- **Final decision-making authority:** The Director of the Institute takes decision regarding students' affairs, staff affairs, facilities of the Institute and the infrastructure on the campus. The final authority to vet and decision lies with the Board of Governors. The decisions are communicated to public by notices, announcements and are published on Institute website and Newspaper advertisements.
- **Time Limit:** There is no defined time limit; however, each decision is expected to be taken within the shortest possible timeframe to avoid inordinate delay in work.
- **Channels of supervision and accountability:** All staff Members are held accountable for the work he or she is assigned by their controlling officer. Overall performance of each staff member is assessed & reviewed every year based on the system of Performance Appraisals.

*For more on channels of supervision and accountability please refer to the Organogram given on page 4;*

## **1.4. The norms set by it for the discharge of its functions.**

*Academic Programmes:* Norms and standards for various academic programmes of the Institute are set by the Senate, which also monitors progress and achievements of students undertaking various academic programs.



*Administrative Activities:* Norms and standards for administrative activities are set and monitored by the BOG in line with the Acts, Statutes and other rules of the Institute.

These services can be accessed on the basis of norms / standards for functions / service delivery given in Citizen Charter.

- ***Process to redress grievances***

*Process to redress public grievances:* NIT Srinagar follows the instructions issued by DARPG to redress the public grievances. The Grievance Cell at the Institute receives & redresses all public grievances in a maximum Turn-Around-Time of 30 Days.

Moreover, NIT Srinagar has identified processes/tasks whereupon decisions are to undertaken routinely. As such, in order to streamline the processes, a maximum Turn-Around-Time is assigned to each such process or policy decision to reduce the instances of grievances.

*For more on Maximum Turn-Around-Time assigned to each task/process/decision, please click on this link;*

*Process to redress internal grievances:* The Institute also has a dedicated Grievance Committee; constituted for receiving complaints/grievances of Students, Faculty & Non-Teaching Staff. The committee headed by a chairman independently verifies the veracity of the grievance and strives to redress the same to the satisfaction of the aggrieved in the shortest possible timeframe.

*Click on this Link for the Composition of the Grievance Committee.*

### **1.5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

1. NITSER Act 2007
2. NITSER (Amendment) Act 2012
3. NITSER (Amendment) Act 2014
4. First Statutes of NIT (2009)
5. First Statutes of NIT (Amendment) Statutes; 2017
6. First Statutes of NIT (Amendment) Statutes; 2023
7. Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.
8. Rules for Research & Consultancy
9. Rules for Sponsored Projects
10. Rules for Student Internship Program
11. Intellectual Property Rights Policy
12. Ph.D. Statutes
13. Courses of studies (UG/PG)
14. Rules for purchase and works; GFR 2017
15. Recruitment Rules (Teaching & Non-Teaching)
16. Resolutions of the Senate and Board of Governors.
17. Government of India Reservation Rules
18. CCS Conduct Rules
19. CCS Leave Rules
20. CCS CCA Rules
21. CPDA Guidelines

22. Government of India Fundamental Rules/ Supplementary Rules
23. Government of India Guidelines/Norms/Orders/Procedures issued from time to time.
24. Scheme for compassionate appointment — Point Based Merit System
25. Employee Benevolent Fund Rules

- **Transfer Policy and Transfer Orders:** The staff & officials of the Institute are liable to be posted in any of the departments, sections or Centres within the Institute.

*For Transfer Policy and Transfer Orders, please follow this Link for details.*

### **1.6 Categories of documents that are held by the Authority under its control.**

In addition to the list mentioned under Section 1.5 above, following additional documents are available for reference in their respective offices.

<b>S. No.</b>	<b>Subject/Type</b>	<b>Type of Document/ File/ Muster/ Register/ Voucher etc</b>	<b>Custodian of Record</b>
1.	Minutes of the Board of Governors	Physical Files/Electronic Files	Registrar
2.	Minutes of the Institute Senate	Physical Files/Electronic Files	Dean AA
3.	Minutes of the FC	Physical Files/Electronic Files	Registrar
4.	Minutes of BWC	Physical Files/Electronic Files	Registrar
5.	Minutes of the meeting of the Committee of Deans & HoDs	Physical Files/Electronic Files	Registrar/HoDs
6.	Institute Annual Reports	Physical Files/Electronic Files	Registrar
7.	Audited Annual Account Reports	Physical Files/Electronic Files	Registrar
8.	Employee Service Books & Personal Files	Physical Service Books & Files	Registrar
9.	Accounts Files & Vouchers	Physical Files & Vouchers	Registrar
10.	Student Academic & Personal Records	Physical Files & Folders	Dean, Academic Affairs/Registrar
11.	Various Administrative Files	Physical Files & Folders	Registrar
12.	General/ Miscellaneous	Physical Files & Folders	Registrar
13.	Complaints & Grievances Received	Physical Files/Electronic Files	Registrar
14.	RTI Applications/Appeals & Responses	Physical Files/Electronic Files	Registrar
15.	Legal Case files	Physical Files/Electronic Files	Registrar
16.	Library: Books & Periodicals	Physical Books & Periodicals	Deputy Librarian

*Please note the list is not exhaustive in nature.*

### **1.7. Boards, councils, committees and other bodies constituted as part of this Public Authority.**

<b>S. No.</b>	<b>Name of the Body</b>
1.	NIT Council
2.	Board of Governors
3.	Senate
4.	Finance Committee
5.	Building & Works Committee
6.	Internal Committee
7.	SC/ST/PWD/OBC Cell
8.	Grievance Committee
9.	ACoFAR

A detailed description of the aforementioned bodies consisting of two or more persons constituted as its part or for the purpose of its advice, complete with composition, dates of constitution, tenure along with powers & functions are given below.

#### **Board of Governors**

*Powers & Functions:* The Board of Governors consists of 10 members and has the power and responsibility for General superintendence, direction and control of the affairs of the Institute. As per NIT Act, 2007 & Statutes, Chairman of BOG shall preside over the meeting of the Board and has the duty to ensure the implementation of the decisions of the Board. Registrar is the ex-officio secretary of the BOG.

In addition to the powers provided under sub-section (1) of section 13 of the NITSER Act the Board is empowered:

- i. to abolish, re-designate or change the nomenclature of any post in the institute;
- ii. to make, modify or cancel the statutes with the approval of the visitor from time to time; Provided that the new Statute, additions or amendments of existing Statutes shall be applicable only after the assent of the visitor; and
- iii. to make, modify and cancel all or any ordinances on recommendation of the Finance Committee or Senate of the institute subject to the condition that making, modification and cancellation shall not be in contravention of the Act and (or) Statutes.

#### ***Authentication of Orders of the Board***

All orders and decisions of the Board shall be authenticated by the signature of the Director. In absence of Director, the Registrar or any person-authorized by the Board in this behalf.

#### ***Powers of the Chairperson, Board of Governors***

In addition to the powers provided in the NITSER Act, the Chairperson of the Board of Governors shall have the following powers, namely:

- i. he shall have the power to fix. on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which the appointments can be made by the Board under the provisions of the Act:
- ii. he shall have the power to send members of the staff, except the Director, of the Institute for training or for a course of instruction, outside India subject to such terms and conditions as may be laid down by the Board from time to time and the visit abroad by the Director shall be approved by the Chairman, National Institutes of Technology Council;
- iii. he shall execute the contract of service between the Institute and the Director on behalf of the Central Government, but he shall not be personally liable of anything under such contract; and
- iv. In emergent cases the Chairperson may exercise the powers of the Board and inform the Board of the action taken by him for confirmation and ratification.

*Term/Tenure:* 3 years from the date of nomination (except in case of ex-officio members)

*Minutes of Meetings:* Please Follow the Link.

*Composition:* Please refer to details on next page.

<b>Chairman</b>	<b>Nomination* (a)</b>	<b>Prof. A. Ravinder Nath Director, National Institute of Technology Srinagar Hazratbal, Kashmir-190006</b>
Ex-Officio	(b)	Prof. A. Ravinder Nath Director, National Institute of Technology Srinagar Hazratbal, Kashmir-190006
Two persons not below the rank of the Joint Secretary to the Government of India to be nominated by the Central Government from amongst persons dealing with technical education and finance.	(c)	Smt. Saumya Gupta, IAS Joint Secretary, Ministry of Education, Department of Higher Education, Government of India, New Delhi  Mr. Sanjog Kapoor Joint Secretary & Financial Advisor Ministry of Education, Department of Higher Education, Government of India, New Delhi
Two persons to be nominated by the Government of the State in which the Institute is situated, from amongst persons, who, in the opinion of that Government are technologists or industrialists of repute	(d)	Shri Alok Kumar, IRS Principal Secretary to Government Department of Higher Education, Government of Jammu & Kashmir, Civil Secretariat, Srinagar/Jammu  2nd Member awaited
Two persons, at least one of whom shall be a woman, having special knowledge or practical experience in respect of education, engineering, or science to be nominated by the Council	(e)	Awaited.

One Professor and one Assistant Professor or a Lecturer of the Institute to be nominated by the Senate	(f)	<p>Prof. Ghulam Ashraful Harmain, Professor (HAG)/Dean, Faculty Welfare, Mechanical Engineering Department, National Institute of Technology Srinagar</p> <p>Dr. Hamida-Tun-Nisa Chishti, Professor &amp; HoD, Department of Chemistry National Institute of Technology Srinagar</p>
The Director of the IIT in whose zone the Institute is located or his nominee, not below the rank of a professor	Clause (g)	Prof. Manoj Singh Gaur, Director, Indian Institute of Technology Jammu, Jammu
Member-Secretary	Section 18 Clause (2)	Prof. Atikur Rehman, I/C Registrar, NIT Srinagar.

## **Building & Works Committee**

*Powers & Functions:* The Building & Works Committee under the directions of the board is responsible for carrying out of all major/minor construction works at the Institute. The Building and Works Committee shall,

- i. under the directions of the Board shall carry on construction of all major works, after the necessary administrative approval and expenditure sanction from the Board;
- ii. have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to repair and maintenance, within the approved budgetary provision of the Institute and the Board will define the minor work and minor repair and maintenance in terms of quantum or expenditure;
- iii. cause to prepare estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like. The Building and Works Committee shall approve the cost estimates for minor works, minor repairs and maintenance.
- iv. be responsible for making technical scrutiny of the design, estimates and specifications of the material as may be considered necessary;
- v. be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary duly recommended by the Dean (P&D) of the Institute.
- vi. have the power to settle rates not covered by tender and settle claims and disputes with contractors:

If in the opinion of the Chairman of the Building and Works Committee, any emergency has arisen which requires immediate action to be taken, he shall take such action and report the same to the Building and Works Committee and the Board at their next meeting.

The Building and Works Committee shall also perform such function and exercise such powers as may be entrusted by the Board from time to time.

*Term/Tenure:* As specified in the NITSER Act & NIT Statutes.

*Minutes of Meetings:* Please Follow the Link.

*Composition:* Please refer to details on next page.

<b>Chairman</b>	<b>1</b>	<b>Prof. A. Ravinder Nath Director, National Institute of Technology Srinagar Hazratbal, Kashmir-190006</b>
Members: Nominated by MHRD and IFD New Delhi	1	Mr. Anil Kumar Director Integrated Finance Division (IFD) Ministry of Education, Department of Higher Education, Government of India, New Delhi. 110001
	2	Ms. Veena Dunga Deputy Secretary (NITs) Ministry of Education, Department of Higher Education, Government of India, New Delhi. 110001
One person nominated by the Board of Governors	1	Mr. Haris Ahmad Handoo, Vice Chairman SDA, Town Planner Kashmir
Dean, Planning & Development	1	Dr. Yashwant Mehta, Dean, Planning & Development, National Institute of Technology Srinagar.
Nominee of the CPWD / State PWD	1	Shri. Mohanlal, Superintending Engineer (Civil), CPWD, Srinagar.
	2	Er. Farooq Ahmad Executive Engineer, J&K Government, PDD Srinagar.
	3	Er. Hemveer Singh, <i>Special Invitee</i> Executive Engineer (CPWD), Srinagar Project Division, CPWD, NIT Srinagar.
Secretary	1	Prof. Atikur Rehman, I/C Registrar, National Institute of Technology Srinagar.

## Finance Committee

*Powers & Functions:* The Finance Committee has the power to: -

- (i) examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board; and
- (ii) give its views and make its recommendations on any financial proposals or issues affecting the Institute to the Board either on the initiative of the Board or of the Director, or on its own motion.

*Term/Tenure:* As specified in the NITSER Act & NIT Statutes.

*Minutes of Meetings:* Please Follow the Link.

### *Composition*

<b>Chairman</b>	<b>1</b>	<b>Prof. A. Ravinder Nath Director, National Institute of Technology Srinagar Hazratbal, Kashmir-190006</b>
Members: Two persons nominated by the Central Government	1	Smt. Saumya Gupta, IAS Joint Secretary, Ministry of Education, Department of Higher Education, Government of India, Shastri Bhawan, New Delhi.
	2	Mr. Anil Kumar Director Finance Ministry of Education, Department of Higher Education, Government of India, New Delhi.
Two persons nominated by the BOG from amongst its members	1	Dr. Manoj Singh Gaur, Director, Indian Institute of Technology Jammu, Jammu.
	2	Prof. Ghulam Ashraful Harmain, Professor (HAG)/Dean, Faculty Welfare, Mechanical Engineering Department, National Institute of Technology Srinagar
Director (Ex-officio)	1	Prof. A. Ravinder Nath Director, National Institute of Technology Srinagar (J&K).
Secretary	1	Prof. Atikur Rehman, I/C Registrar, National Institute of Technology Srinagar (J&K).



## Senate

*Powers & Functions:* The Senate has control over and is responsible for the maintenance of standards of instruction, education & examination at the Institute.

Subject to the provisions of the NITSER Act, the Senate has the powers to:

- i. frame and revise curricula and syllabi for the courses of studies for the various Departments and Centres;
- ii. make arrangements for the conduct of examinations; appointment of examiners, moderators, tabulators and other matters relating to the examinations;
- iii. declare the results of the examinations or to appoint Committees or Officers to do so and to make recommendations to the – Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
- iv. appoint Advisory Committees or Expert Committees or both for the Departments or Centres of the institute to make recommendations on academic matters connected with the working of the Departments or Centres;
- v. appoint Committees from amongst the members of the Senate. other teachers of the Institute and experts from outside to advise on such specific and important academic matters as may be referred to any such Committee by the Senate;
- vi. consider the recommendations of the Advisory Committees attached to various Departments or Centres and that of Expert and other Committees and take such action (including the making of recommendations to the Board) as warranted by each case;
- vii. make periodical review of the activities of the Departments or Centres and take appropriate action (including the making of recommendations to the Board); supervise the working of the Library of the Institute;
- viii. promote research and academic development or activity within the Institute and seek reports on such research or academic development or activity from the persons engaged therein;
- ix. provide for the inspection of the class rooms, Laboratories, Library and the Residential Hostels;
- x. plan co-curricular activities of the students of the Institute;
- xi. award stipends, scholarships, medals and prizes and makes other awards if accordance with such conditions as may be attached to the awards;
- xii. make recommendations to the Board with regard to the creation or restructuring of Departments or Programmes or Centres and the abolition of existing Departments or Centres thereof;
- xiii. make recommendations to the Board to disseminate knowledge through distance learning mode to various parts of the State or country or abroad and in the cases of signing of agreement with the foreign agency, agreement may be signed with the approval of the Ministry;
- xiv. invite up to two student representatives during discussion of general nature not involving policy disciplinary matters in the Senate meetings.

### ***Chairman of the Senate to Exercise Powers in Emergency***

If, in the opinion of the Chairman of the Senate, any emergency has arisen which requires immediate action, he may take such action as he deems necessary and shall report the same for approval to the Senate in its next meeting.

*Term/Tenure:* As specified in the NITSER Act & NIT Statutes.

#### *Composition*

<b>Chairman</b>	<b>1</b>	<b>Prof. A. Ravinder Nath Director, National Institute of Technology Srinagar Hazratbal, Kashmir-190006</b>
Three persons, one of whom shall be a woman, not being employees of the Institute to be nominated by the Chairperson in consultation with the Director, from amongst educationists of repute, one each from the field of Science, Engineering and Humanities	1	Prof. Meenakshi Jain, Department of Architecture, NIT Hamirpur
	2	Prof. Aneesa Shafi Department of Sociology, University of Kashmir
	3	Prof. Naseer Iqbal, Registrar, IUST Awantipora
One person to be nominated from the industry	1	Mr. Javid Ahmad Bhat, President, Kashmir Chamber of Commerce & Industries
Institute alumnus	1	Er. Mufti Musharib Gul Dy. General Manager, BSNL Srinagar
The Professors appointed or recognized as such by the Institute for the purpose of imparting instructions in the Institute.	1	Prof. Aijaz Hussain Mir, Department of ECE
	2	Prof. Mohd Farooq Wani, Department of Mechanical Engineering
	3	Prof. M. D. Mufti, Department of Electrical Engineering
	4	Prof. G. A. Harmain, Mechanical Engineering Department
	5	Prof. Roohie Naaz Mir, Computer Science & Engineering Department

	6	Prof. Najeeb-ud-Din, Electronics & Comm. Engg. Department	
	7	Prof. Aijaz Ahmed, Department of Electrical Engineering	
	8	Prof. J. A. Bhat, Head, Civil Engineering Department	
	9	Prof. Abdul Qayoom Dar, Civil Engineering Department	
	10	Prof. Shagoofa Rasool Shah, Civil Engineering Department	
	11	Prof. Manzoor Ahmad Ahangar, Civil Engineering Department	
	12	Prof. Bashir Ahmad. Mir, Civil Engineering Department	
	13	Prof. Shamim Ahmad Lone, Electrical Engineering Department	
	14	Prof. Sheikh Nazir Ahmad, Mechanical Engineering Department	
	15	Prof. Mohammad Noor Salam Khan, Head, Chemical Engineering Department	
	16	Prof. Adnan Qayoom, Head, Department of Mechanical Engineering	
	17	Prof. Babar Ahmad, Mechanical Engineering Department	
	18	Prof. M M Wani, Mechanical Engineering Department	
		19	Prof. Manzoor Ahmad Tantray, Civil Engineering Department
		20	Prof. Tabasum Ara, Department of Chemistry
		21	Prof. Mohd Ikram Physics Department
		22	Prof. Seemin Rubab, Physics Department
		23	Prof. Prince Ahmad Ganai, Physics Department

	24	Prof. Abdul Liman, Mathematics Department
	25	Prof. Niyaz Ahmad, Department of Mathematics
	26	Prof. Abdul Hamid Bhat, Electrical Engineering Department
	27	Prof. Kowsar Majid, Department of Chemistry
	28	Prof. Tanveer Jalal Head, Department of Mathematics
	29	Prof. M.Y. Shah Department of Civil Engineering
	30	Prof. Javaid Ahmad Bandy Department of Chemistry
	31	Prof. M.A. Shah Head, Department of Physics
	32	Prof. Mohammad Abid Bazaz Department of Electrical Engineering
	33	Prof. Shakeel Ahmad Shah Department of Chemistry
	34	Prof. Hamida tun Nisa Chishti Head, Department of Chemistry
	35	Prof. Atikur Rahman Head, Department of Metallurgical & Materials Engineering
	36	Dr. Gausia Qazi, Head, Department of ECE
	37	Prof. Shakeel Ahmad Shah Department of Chemistry
Such other members of the staff as may be laid down in the Statutes	1.	Prof. Mohammad Shafi Mir Dean Academic Affairs
	2.	Prof. Najeeb-ud-Din Head, Innovation, Incubation Entrepreneurship Development Centre
	3.	Dr. Sheikh Shahid Saleem Chairman, CPU / Head, Training and Placement

	4.	Dr. Sheikh Javed Iqbal, Head, Department of Electrical Engineering	
	5.	Dr. Gausia Qazi Chairperson, LIRC	
	6.	Dr. Farida Khursheed Chairperson, Computer Service Centre	
	7.	Dr. Mohammad Ahsan Chishti Head, Department of Computer Science & Engineering	
	8.	Dr. Muhammad Mursaleen Associate Dean Examination	
	9.	Dr. Mushtaq Ahmad Rather Associate Dean Foreign and Student Exchange	
	10.	Dr. Fayaz Ahmad Sofi Associate Dean Civil & Infrastructure	
	11.	Dr. Janibul-Bashir Head, Department of Information Technology	
	12.	Dr. Ranjeet Kumar Rout Associate Dean Academic Affairs	
	13.	Dr. Manoj Kumar Coordinator 1st & 2nd Semester	
	14.	Dr. Harveer Singh Pali Coordinator NBA	
	15.	Ms. Shamiya Khan (Student Representative) B.Tech Batch 7th Semester	
	16.	Mr. Lubaid Nisar (Student Representative) M.Tech Batch 3rd Semester	
	Secretary	1	Prof. Atikur Rehman, I/C Registrar, National Institute of Technology Srinagar.

### 1.8. Directory of its officers and employees.

Please follow this link for Institute Directory.

### 1.9 The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

**System of Compensation:** NIT Srinagar follows the System of compensation recommended by the 7<sup>th</sup> Central Pay Commission (CPC) in terms of the Ministry of Education Order No.F.No.15-4/2017-TC dated 27<sup>th</sup> October 2017. Besides, the officers and employees receive the benefits of DA, HRA, TA, LTC, Earned Leave, Child Care Leave etc. as provided under rules and regulation governing employees of the Institute.

For Pay Structure details please follow this link.

### 1.10. The names, designations and other particulars of the Public Information Officers.

Chief Public Information Officer (CPIO)	First Appellate Authority (FAA)
<b>Name:</b> Prof. Atikur Rehman <b>Designation:</b> I/C Registrar, NIT Srinagar <b>Email:</b> registrar@nitsri.ac.in <b>Phone:</b> 0194-2421347	<b>Name:</b> Prof. Ghulam Ashraful Harmain <b>Designation:</b> Dean, Faculty Welfare <b>Email:</b> gharmain@nitsri.ac.in <b>Phone:</b> 9419018804
Public Information Officer (PIO)	
<b>Name:</b> Mr. Mohammed Iqbal Dar <b>Designation:</b> Assistant Registrar <b>Email:</b> miqbaldar@nitsri.ac.in <b>Phone:</b> 9596032446	

### 1.11. Employees against whom Disciplinary action has been proposed/taken.

Number of employees against whom disciplinary action has been:		
i.	Pending for Minor penalty or major penalty proceedings	0
ii.	Finalized for Minor penalty or major penalty proceedings	4

### 1.12. Programmes to advance understanding of RTI.

i.	Educational programmes	NIT Srinagar conducted workshop which was attended by newly inducted non-Faculty employees of this Institution. Institute also, notify and encourage its stakeholders to attend/participate in the educational programmes conducted by the Central Information Commission and other Government Institutions.
ii.	Efforts to encourage public authority to participate in these programmes	For encouraging participation in these programmes, the circulars and emails received from Central Information Commission regarding RTI Act are circulated among the employees of the Institute
iii.	Training of CPIO/APIO	-
iv.	Update & publish guidelines on RTI by the Public Authorities concerned	RTI guidelines are updated on regular basis and last it was updated on 15-04-2024  <i>Please click on this link for RTI Guidelines</i>

## 2. Budget & Programme

### 2.1. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The tentative allocation of budget for the financial year 2023-24 of NIT Srinagar is as under:  
(Rupees; in crore)

NIT	OH-31	OH-36	OH-35	Total (Grand)
NIT Srinagar	70.89	67.12	14.66	152.67

For more detailed information on Budget for each agency and plan & programmes please click on this link for NIT Srinagar Annual Account Reports.

### 2.2 Foreign & Domestic Tours of senior officers.

(For Period 2023-2024)

Senior Officer	Places Visited	Expenditure on Travel
Director	Mumbai, New Delhi, Hyderabad	₹5.25 lacs
Registrar	Nil	Nil
Professor	UAE, Hyderabad, Roorkee, Malaysia, Italy	₹15 lacs

#### **Information Related to Procurement:**

The Institute also undertakes all procurement related activities as per the GFR 2017 guidelines notified by the Government of India. Publication of all Notices/tender enquires; corrigenda thereon are duly made on Central Public Procurement portal along with Institute website.

For more details related to tenders please follow this link.

For more details on works contracts awarded please follow this link.

### 2.3. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

NIT Srinagar does not operate any subsidy program.

### 2.4. Discretionary and Non-discretionary grants

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### 2.5. Particulars of recipients of concessions, permits or authorisations granted.

NIT Srinagar extends the benefits of various Scholarship Schemes to eligible Students as per the applicable guidelines.

For more details on Scholarships please follow this link.

### 2.6. CAG & PAC paras

Please follow the Link for details.

### 3. Publicity Band Public Interface.

#### 3.1 Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

The public involvement in functioning of the Institute is through Board of Governors, Finance and Building & Works Committee which have members representing Industry, academics and Government. The Institute welcomes dialogue with citizens' forums in matters affecting the general interest of the community.

- **Relevant Acts, Rules, Forms & other documents which are normally accessed by Citizens;** Please click on the following links;

Rules & Regulations	NITSER Act & Statutes
Downloads (Forms & Applications)	Major Equipment available at NIT Srinagar
Annual Reports	Audited Annual Accounts
Digital Library	Memorandum of Understandings
Board of Governors Meeting Minutes	Building & Works Committee Meeting Minutes
Finance Committee Meeting Minutes	Telephone Directory
Tenders	Anti-Ragging Policy
Academic Notifications	Placement Notifications

- **Arrangements for consultation with or representation by Members of the public in policy formulation/policy implementation:**

- 

All Deans, respective Heads of the departments, CPIO & Registrar are authorized to receive visitors/representations by public regarding policy formulation/implementation.

#### **Day & time allotted for visitors**

3.00 PM to 5.30 PM (Monday to Friday) excluding public holidays.

#### **Contact details of Information & Facilitation Counter (IFC)**

Mr. Mohammed Iqbal Dar,  
(AR, Administration)  
Email: miqbaldar@nitsri.ac.in  
Phone: 9596032446

Ms. Asmat Ali  
(Deputy Librarian)  
Email: deputylibrarian@nitsri.ac.in  
Phone: 9797847219

#### **Public Private Partnerships.**

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### **3.2. Particulars of policies/decisions, which affect public, informed to them.**

The Institute takes decision regarding students' affairs, staff affairs, facilities of the Institute and the infrastructure on the campus. The final authority to vet and decision lies with the Board of Governors.

*Public consultation process:* The Institute ensures public representation in its decision making and policy formulation by inducting members from Industry & Special Invitees from the related fields on the panels of its statutory bodies.

*Announcing decisions which affect public:* The decisions are communicated to public by notices, announcements and are published on Institute website and Newspaper advertisements.

### **3.3. Dissemination of information widely and easy access to the public**

All relevant information about Institute activities is made available on the website [www.nitsri.ac.in](http://www.nitsri.ac.in)

### **3.4. Details in respect of the information, available to or held by it, reduced in an electronic form.**

In addition to the information made available on the website & this Handbook, the remaining is stored in the related files & documents. A list of which is provided at Sections 1.5 & 1.6 above.

### **3.5. Material available Free of Cost**

The information Handbook along with Annual Reports, Audited Annual Reports, Institute Magazines, Acts and Statutes and other rules and regulations are available free of cost.

**Material available at Reasonable Cost:** a fee may be charged for providing all such information that requires replication; at the following rates:

- Rupees two for each page (in A-4 or A-3 size paper) created or copied.
- Actual cost or price for samples or models;
- For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hours or fraction thereof on each occasion for the same case.
- For information provided in CD/DVD, if available, rupees fifty per CD/DVD: and
- For providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.

## **4. E-Governance**

**4.1. Language in which Information Manual/Handbook Available:** This RTI Manual/Handbook Available in English & Hindi Language.

**4.2. Date when this Handbook was last updated:** 13/04/2024

**4.3. Details of information available in electronic form:** Please refer to Sections 1.5, 1.6 & 1.7 above.

**4.4. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Library: 8:45 AM to 12 AM (Working Days) | 10 AM to 5 PM (Weekends & Holidays).

*The Institute Library, however, being highly technical in nature is not available for public use.*

• **Contact Person & Details:**

Library	Medical Unit
<b>Name:</b> Ms. Asmat Ali <b>Designation:</b> Deputy Librarian <b>Email:</b> deputylibrarian@nitsri.ac.in <b>Phone:</b> 9797847219	<b>Name:</b> Dr. Gowher Majid Tantray <b>Designation:</b> Medical Officer <b>Email:</b> doctor@nitsri.ac.in <b>Phone:</b> 6005621154

**4.5. Schemes/Projects/Programmes**

S. No	NAME OF THE PROJECT	DATE OF START	SPONSORING AGENCY	STATUS
1.	Floating Cycle for DAL Lake	23/07/2021	Ministry of MSME	Completed
2.	Conversion of Bio Oils cultivated in J& K to lubricant by Enhancing tribological characteristics	01/11/2021	JKSTIC	Completed
3.	Development and Tribological Testing of Nano lubricants for Automotive Applications	1/11/2021	JKSTIC	Completed
4.	Identification of ergonomic design interventions of musculoskeletal disorders in carpet industrial workers of Kashmir	01/11/2021	JKSTIC	Completed
5.	Remediation of Contaminated Sites Containing hydrophobic organic Compounds DST (WOS-A)	16/11/2020	DST WOS-A	Completed
6.	Synthesis of novel and biologically active spiroketal-natural products and their scaffolds for drug development	13/01/2021	SERB	Completed
7.	EPSON: Energy, Power, and Performance Efficiency Secure Optical On-Chip Networks	28/01/2021	SERB SRG	Completed
8.	Crop Disease Prediction using IoT Data Analytics and Machine Learning Approaches	11/11/2021	JKST&IC	Completed
9.	Mimicking leaf venation flow of Quasi-fractal texture-Spontaneous Pathforming of TCS	05/03/2019	SERB	Completed
10.	Synthesis of Natural Product Based Polymer Composites as Potent Antimicrobial Agents	01/11/2021	JKSTIC	Completed
11.	Synthesis, characterization and development of nanocomposite sensors for heavy metals Ions	01/11/2021	JKSTIC	Completed
12.	Performance Evaluation of Advanced Dielectric Materials in Transformers	21/02/2022	Department of Scientific and Industrial Research (DSIR) India	Completed
13.	Implementation and Testing of Solar Rooftop Photovoltaic Thermal (PV-T) PORT technology	17/03/2022	Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ) GmbH Germany	Completed

14.	Development of Blockchain based Smart Electricity Monitoring and Measurement for Smart Cities	29/10/2021	JKST&IC	Completed
15.	Transition towards clean, affordable, and reliable electricity from the renewable energy based distributed generation resources for residential building electrification.	01/11/2021	DST-JK	Completed
16.	Risk Analysis of Post Covid 19 Symptoms using Artificial Intelligence	01/11/2021	JKDST	Completed
17.	Recognition of Identical twins using fusion of multi-biometric traits	01/11/2021	JKSTIC	Completed
18.	Design and Development of Low memory discrete wavelet transforms for Low cost IOMT devices	18/11/2021	JKSTIC	Completed
19.	Spectra and Energy of Signed graphs	31/12/2020	DST SERB	Completed
20.	Assessing the Impact of Jan Dhan Yojana on the Financial Inclusion in Rural Areas: A Case Study of Jammu and Kashmir	29/08/2023	ICSSR	Completed
21.	Towards Prevention of Counterfeiting Saffron Quality by Smart Contract: A Way Forward Through Blockchain.	01/11/2021	JKSTIC	Completed
22.	'Assessing the Impact of Sediment Load on Riverbank Erosion and Predictive Analysis of Suspended Sediment Load in the Jhelum River Basin,'	12/01/2024	SERB-DST	Ongoing
23.	'Design and Implementation of 5G MIMO/Array Antenna with Spatial Diversity and Beam-forming,'	22/01/2024	SERB DST, Government of India, under the 'Empowerment and Equity Opportunities for Excellence in Science (EMEQ)'	Ongoing
24.	Design analysis of combined Solar Photo-voltaic System and Wind energy system using Variable Frequency Transformers (VFT) for Rural Electrification in J & K.	26/12/2023	JKST&IC	Ongoing
25.	Uncertainty quantification and development of algorithms for stochastic analysis of electric vehicle and battery storage integrated microgrid with uncertain wind and solar generation.	26/12/2023	JKST&IC	Ongoing
26.	Performance Evaluation of solar PV-Thermal Technology for Efficient Electrical and thermal Applications for Inhabitants of Kashmir valley.	26/12/2023	JKST&IC	Ongoing
27.	Design and implementation of a novel Sensor less control Scheme for Electric Vehicle Drive Application with Reduced Torque & Current Ripples.	26/12/2023	JKST&IC	Ongoing
28.	Development of biocompatible ZE41 Magnesium based composite for orthopaedic implants applications.	26/12/2023	JKST&IC	Ongoing
29.	Production of Biofuel from Fruit and Vegetable waste of J & K	26/12/2023	JKST&IC	Ongoing
30.	Investigation of Heat Transfer Enhancement for Electronic Cooling Applications using Synthetic Jet actuators	26/12/2023	JKST&IC	Ongoing
31.	Water Purification using 3D Printing Hydrogel Capsule Membranes.	26/12/2023	JKST&IC	Ongoing
32.	Fundamental investigation on the co-relationship between composition-	26/12/2023	JKST&IC	Ongoing

	Processing-Microstructure- Mechanical Properties of High Entropy Alloys: A novel alloy design strategy to develop high strength structural materials.			
33.	Development of high strength Low Density Mg-Al- Li Alloy Using Friction Stir Processing.	26/12/2023	JKST&IC	Ongoing
34.	A study on the Zn-ion hybrid super capacitor as a lowcost energy storage device.	26/12/2023	JKST&IC	Ongoing
35.	Effect of Laser surface texturing on the biodegradability of zinc- based implant material.	26/12/2023	JKST&IC	Ongoing
36.	Design and Thermo- Structural analysis of Functionally Graded Ultra- High Temperature Ceramic Composites	26/12/2023	JKST&IC	Ongoing
37.	"City-wide municipal solid waste (MSW) composition and characterization study and proposed management plan for Srinagar city"	26/12/2023	JKST&IC	Ongoing
38.	Green energy, waste management and waste water treatment using microbial fuel cell	26/12/2023	JKST&IC	Ongoing
39.	Electrochemical conversion of biopolymer lignin into high value chemicals	26/12/2023	JKST&IC	Ongoing
40.	Development of mixed matrix membranes for water purifications application	26/12/2023	JKST&IC	Ongoing
41.	Anaysis and evaluation of Dal Lake Biomass for conversion to Fuel/Green Fertilizer	26/12/2023	JKST&IC	Ongoing
42.	Innovative, Real Time Approach towards the Prevention of Pollution Intensified Due to Burning Dry Fallen Chinar Leaves through their Utilization for Energy, Environment and Healthcare Protection	26/12/2023	JKST&IC	Ongoing
43.	Design and Development of Non-Intrusive load Monitoring framework using smart meter Data Analysis	26/12/2023	JKST&IC	Ongoing
44.	Design and investigation of materials of use in PSC to obtain optimum performance parameters.	26/12/2023	JKST&IC	Ongoing
45.	Investigation of Electrical Parameters in Organic solar Cells due to Incorporation of metallic Nano Particles.	26/12/2023	JKST&IC	Ongoing
46.	Development of tunable band gap perovskite materials for photovoltaic applications.	26/12/2023	JKST&IC	Ongoing
47.	Architectural & Technology – Dependent optimization of DSP Filters for FPGA based Image Processing applications.	26/12/2023	JKST&IC	Ongoing
48.	A novel method for minimization of false alarms in medical units	26/12/2023	JKST&IC	Ongoing
49.	Tackling climate Change with Artificial Intelligence: Use case for Jammu & Kashmir	26/12/2023	JKST&IC	Ongoing
50.	Real-time two-way translator for speech and hearing impaired	26/12/2023	JKST&IC	Ongoing
51.	Optimized IoT-fog assisted cold based diabetic monitoring framework in Indian perspective	26/12/2023	JKST&IC	Ongoing

52.	Artificial Intelligence-Based smart model for prior breast malignancy detection: A Jammu & Kashmir Perspective	26/12/2023	JKST&IC	Ongoing
53.	Weather regimes and concurrent droughts and heatwave events	26/12/2023	JKST&IC	Ongoing
54.	Developing a software tool for Automatic detection of Plastic waste Deposits in Dal Lake of Kashmir using Aerial Image Analysis	26/12/2023	JKST&IC	Ongoing
55.	Action Plan for the Municipal Solid Waste Management (MSW) for the city Srinagar using Machine Learning Identification and Segregation.	26/12/2023	JKST&IC	Ongoing
56.	Garbage detection and classification using Internet of Things (IoT) and Artificial Intelligence for smart Cities Identification to promote Swachh Bharat Mission	26/12/2023	JKST&IC	Ongoing
57.	Traffic Congestion Modelling and Level of Service Analysis for Srinagar City under Heterogeneous Traffic Conditions.	26/12/2023	JKST&IC	Ongoing
58.	Using learning's from sediment transport and river hydraulic to delineate aquatic fate of micro plastic.	26/12/2023	JKST&IC	Ongoing
59.	Sustainable and energy saving co-treatment of high strength wastewater and domestic wastewater with anaerobic moving bed biofilm reactor and Anammox	26/12/2023	JKST&IC	Ongoing
60.	Activated Charcoal & Bentonite Constructed Wetlands for Landfill Leachate Treatment in the Srinagar only Landfill at Achan	26/12/2023	JKST&IC	Ongoing
61.	Sinkhole Susceptibility Mapping of Breng Valley with Karst Topography	26/12/2023	JKST&IC	Ongoing
62.	Estimating Compressive of Concrete using Deep Convolution Neural Networks- An Efficient Non-destructive Testing Method.	26/12/2023	JKST&IC	Ongoing
63.	Experimental analysis of sustainable eco-friendly ground improvement technique with emphasis on bio-engineering	26/12/2023	JKST&IC	Ongoing
64.	Dhajji-Dewari for Affordable, Seismically Resistance & Sustainable Civil Engineering Construction	26/12/2023	JKST&IC	Ongoing
65.	Self-Healing Concrete – A Next Generation Road Construction Material.	26/12/2023	JKST&IC	Ongoing
66.	Modification in the design and construction procedure of the bituminous paved roads to reduce various failures in cold climatic regions	26/12/2023	JKST&IC	Ongoing
67.	Graphene based artificial Herbs for Atmospheric Water Harvesting to sustain Agriculture in Arid Climatic Environment	26/12/2023	JKST&IC	Ongoing
68.	Transformation of lignocellulosic Biomass to green Fuels Chemicals leading to Realization of Second-Generation Bio Refinery via Hydrothermal Liquification Technology	26/12/2023	JKST&IC	Ongoing
69.	Electrochemical Modifications of Bioactive Natural Terpenoids for Development Anticancer Leads	26/12/2023	JKST&IC	Ongoing
70.	NPK based moisture retention superabsorbent fertilizer: an efficient	26/12/2023	JKST&IC	Ongoing

	biodegradable and cost- effective tool for Agricultural Sustainability			
71.	Study of large-scale structure of the universe through the analysis of the data obtained via various sky surveys	26/12/2023	JKST&IC	Ongoing
72.	Growth and characterizations of visible light active Cu <sub>2</sub> ZnSnS <sub>4</sub> /MoS <sub>2</sub> Nano Composites for hydrogen Generation	26/12/2023	JKST&IC	Ongoing
73.	Minimal Surfaces and their Construction by Different Techniques.	16/10/2023	NBHM-DAE	Ongoing
74.	Design and Investigation of Nano Structured TBC coatings (Co, Cr, Al, Y/Ta/Hf and Ni, Co, Cr, Al, Y/Ta/Hf as a bond coating and 8% Y <sub>2</sub> O <sub>3</sub> -ZrO <sub>2</sub> top ceramic coating) on SuperNi 718 substrate in adverse environment at 800-1000 deg C for aerospace engines	12/06/2023	DRDO, New Delhi	Ongoing
75.	On combinational Structures Realized by Algebraic Structures	03/05/2023	Department of Atomic Energy (DAE) Govt of India	Ongoing
76.	Development of organic-inorganic nanosorbent for extraction of harmful polycyclic aromatic hydrocarbons from air, soil, and industrial wastewater	14/07/2023	CSIR (EMR-II)	Ongoing
77.	Fabrication of Cu <sub>2</sub> ZnSnS <sub>4</sub> /MoS <sub>2</sub> Nanocomposites Photoelectrodes for Hydrogen Evolution	23/05/2023	DST-SERB CRG	Ongoing
78.	Nanoparticles as smart optical sensors: Development of green synthesis routes and Application in detection of pesticides at agriculture field	01/05/2023	UGC-DAE	Ongoing
79.	Design and Investigation of Nanostructured TBC Coatings (CoCrAlY/Ta/Hf and NiCoCrAlY/Ta/Hf as a Bond Coatings and 8% Y <sub>2</sub> O <sub>3</sub> -ZrO <sub>2</sub> , Top Ceramic Coating) on Superni-718 Substrate in adverse environment at 8000 oC- 1000 oC for aerospace Engines	27/04/2023	Aeronautics R&D Board, Ministry of Defence	Ongoing
80.	Development of Novel WC-Cr <sub>3</sub> C <sub>2</sub> -Ni functionally graded composite coatings on Nickel -based C-263 superalloy for nuclear application	19/06/2023	SERB-CRG	Ongoing

S. NO	PARTICULARS OF NEW WORKS/PROJECTS UNDERTAKEN BY THE P&D WING FY 2023-2024	ALLOTTED COST(Lakhs)	ESTIMATED COST(Lakhs)
<b>WORKS EXECUTED IN CIVIL STAGE</b>			
1.	Providing and fixing of structural glazing to the open balconies of the New Girl's Hostel of the Institute.	8.97	12.31
2.	Renovation of S-Type residential quarters (S1 to S24)	32.99	49.49
3.	Renovation of L-Type Girls Hostel	12.53	18.95
4.	Construction of Lavatory block near Indus Hostel (Ongoing)	37.20 Released: 17.50	49.67
<b>WORKS EXECUTED IN ELECTRICAL STAGE</b>			
1	Electrification of S-Type quarters (S1 to S24).	17.92	33.09
2	Renovation of electrification of i-TBI (Greenovator incubation foundation)	9.80	17.83

S. NO	PARTICULARS OF RENOVATION WORKS/PROJECTS UNDERTAKEN BY THE P&D WING FY 2023-2024	ALLOTTED COST(Lakhs)	ESTIMATED COST(Lakhs)
<b>WORKS EXECUTED IN CIVIL STAGE</b>			
1.	Renovation of Jhelum Extension Boys Hostel by way of distempering & other allied works.	8.32	8.32
2.	Renovation of C-Block Boys hostel by way by of distempering & other allied works.	6.39	6.39
3.	Construction of Duty room for Pump operators near new Girls Hostel.	8.80	8.80
4.	Construction of Night canteens for Manasbal & Girls Hostel.	12.30	12.30
5.	Renovation of Tawi Boys Hostel by way of distempering & other allied works.	10.52	10.52
6.	Laying of access path, dismantling & reconstruction of compound wall, and shifting of main gate & other allied works in the Girls Hostel	12.49	12.49
7.	Construction of Compound Wall for upcoming Girls Hostel	8.26	8.26
8.	P/L of Granite Flooring to passage connecting LIRC to main faculty block including painting & distempering of drawing halls.	10.24	10.24
9.	Laying of access path to football field/running track and open-air gym near old Guest House.	4.04	4.04
10.	Renovation of Mansar & Manasbal Hostels by way of repairing doors, windows & sanitary items in all hostels.	7.50	7.50
11.	Conversion of old Xerox shops into Night Canteens in Indus & Chenab Hostel.	6.08	6.08
12.	Construction of shops for Hair Dresser and Bookstore near Mega Boys' Hostel including water collection chamber and allied works for dewatering near main gate.	9.00	9.00
13.	Renovation of Chemical Engineering and CSE/ECE departments by way of exterior painting, distempering and repairing of window shutters.	7.50	7.50
14.	Renovation of washrooms including construction of wardrobes in Chenab and Indus Hostels including plumbing for upcoming water purifiers.	6.00	6.00
15.	Construction of security posts for new Guest House and Girls' Hostel including partitioning of corridor in the administration block and raising of compound wall height of Director's Bungalow.	6.00	6.00
16.	Development of old canteen building into conference room and construction of open-air theatre near students' activity center.	9.00	9.00
17.	Up-gradation of institute cafeteria by way of laying tiles over concrete in the adjacent open area, laying of drainage system, extension of cooking area, painting, and other allied works.	14.00	14.00
18.	Construction of Lavatory and interior painting for the upcoming Playschool.	3.56	3.56
<b>WORKS EXECUTED IN ELECTRICAL STAGE</b>			
1.	Estimate for Replacement of defunct/damaged Switch/sockets, wall fans, ceiling fans and augmentation of lighting in C-Block, and Jhelum Extension hostels.	3.93	3.93
2.	Estimate for Replacement of defunct/damaged Switch/sockets and augmentation of lighting in Mansar and Manasbal Hostels and providing of 3 phase supply to washing tent near dal hostel.	1.10	1.10
3.	Estimate for Replacement of defunct/damaged Switch/sockets, wall fans, ceiling fans and augmentation of lighting in Tawi and Jhelum hostels.	4.20	4.20
4.	Estimate for Replacement of defunct/damaged Switch/sockets, ceiling Fans and augmentation of Bunk Bed lighting in Indus, Chenab Hostels.	7.41	7.41
5.	Estimate for Augmentation of Lighting, replacement of defunct/damaged Ceiling fans, Wall fans and Installation of charging points for Bunk beds in Junior & senior girls Hostel.	9.95	9.95
6.	Estimate for Electrification of Night canteens.	2.51	2.51
7.	Estimate for Electrification of Pavilion cum Changing room near newly inaugurated sports facility in the Institute.	4.57	4.57
8.	Estimate for Providing and fixing of power panels to Institute pump house along with necessary electrification of pump house	5.64	5.64
9.	Renovation of Electrification of Residential L quarter (L37-L42) of the Institute.	7.39	7.39
10.	Estimate for Augmentation of Lighting in various dark places & Replacement of garden Lights near direction office, administrative block and main faculty block. in the campus.	9.71	9.71

11.	Estimate for Providing And fixing of Computer points in CSE building.	4.15	4.15
12.	Estimate for connections of various quarters & other blocks with underground feeder panels.	9.72	9.72
13.	Estimate for Electrification of preparatory cum crèche school & renovation of electrification of Activity center.	2.84	2.84
14.	Electrification of various labs (Fluid Mechanics lab, Mechatronics Lab and Sustainability Lab) of Mechanical Engineering Department.	5.85	5.85
15.	Electrification of Security Barrack, Hairdresser Shop, Bookstore and Security Post near Girls' Hostel & New Guest House.	2.71	2.71
16.	Augmentation of Indoor & Outdoor Lighting in Institute Cafeteria and electrification of new conference room near Cafeteria.	4.78	4.78
17.	Providing and Fixing of Lighting system for the upcoming Amphitheatre near Students' Activity Center.	5.02	5.02
18.	Renovation & augmentation of Lighting in four Hitech Classrooms of the Institute.	4.80	4.80
19.	Renovation of 11KV HT switch gear along with replacement of HT Cable of the 3MVA institute power station.	3.51	3.51
20.	Renovation/replacement of damaged sub-main wiring in Indus Hostel.	1.28	1.28
21.	Renovation of Electrification of Tawi Mess and Installation of garden lights in Tawi Hostel.	6.82	6.82

• **Details of Contracts entered into.**

S. No	Particulars of Contract	Contract Awarded to	Amount of Contract	Period
1	Contract Agreement for Providing Manpower Outsourcing Services	Laxmi Chand and Sons, New Delhi, Delhi-110005	Rs. 30,87,68,826.09	01.08.2023 to 31.07.2025
2	Contract Agreement for Providing Security Manpower Services	G Active Security Service, Srinagar, Jammu & Kashmir-190018	Rs. 9,65,07,645.31	01.04.2024 to 31.03.2025
3	Supply of Stationery items under rate contract	M/S ESSCO Paper Mart, Srinagar. M/S Banday Trading Company, Srinagar M/S Gasha Traders, Srinagar. M/S Asian Associates, Srinagar.	Various stationery items on lowest quoted prices	07.11.2023 to 30.06.2024
4	Supply of Books under rate contract	M/S TV Enterprises, MUMBAI – 400002 Technical Bureau India Pvt. Ltd., Delhi-110052	Books/Journals (Indian/Foreign) on highest discount offered	23.01.2024 to 31.03.2025
5	Supply of Medicines under rate contract	Hilal-E-Ahmer Enterprises, Srinagar Caps Scalpels Pharma Pvt. Ltd., Srinagar	Medicines of different brands on highest discount offered on MRP	17.08.2023 to 30.06.2024
6	Supply of Chemicals/ Glassware/ Reagents/ Plastic ware	Ahmad Scientific Company, Srinagar. Biomed Systems, Srinagar. Chemi Health Diagnostics, Srinagar B.M Scientific Company, Srinagar	Chemicals/ Glassware/ Reagents/ Plastic ware of various companies on highest discount offered on company' price list	12.10.2023 to 30.06.2024
7	Supply, Installation, Testing, and Commissioning of VRF/VRV-based HVAC Systems Including civil and Allied works in the various blocks of NIT Srinagar	Star Neotech Engineers Bemina, Srinagar, J&K 190018	Rs. 5,64,65,377/-	08.08.2023 to 07.05.2024



**Information Related to Procurement:** The Institute also undertakes all procurement related activities as per the GFR 2017 guidelines notified by the Government of India. Publication of all Notices/tender enquires; corrigenda thereon are duly made on Central Public Procurement portal along with Institute website.

*For more details related to procurement please follow this link.*

- **Annual Reports.**

*Please follow this link for NIT Srinagar Annual Reports.*

- **FAQs**

*Please follow this link for RTI FAQs.*

*Please follow this link for NIT FAQs*

- **Citizens Charter**

*Please follow this link for the NIT Srinagar Citizens' Charter.*

*Please follow this Link for Ministry of Education; Citizens' Charter.*

- **Result Framework Document**

*Please follow this Link for Ministry of Education; Result Framework Document.*

#### **4.6. Details of applications received under RTI and information provided**

*Please follow this Link for details.*

#### **4.7. Replies to questions asked in the parliament.**

*Please follow this Link for details.*

### **5. Information as may be prescribed.**

#### **5.1. Names & Details of Nodal Officers; Current & Earlier CPIOs & FAAs**

- **Nodal Officer:** Mr. Mohammed Iqbal Dar  
**Designation:** Assistant Registrar, NIT Srinagar  
**Email:** miqbaldar@nitsri.ac.in **Phone No.:** 9596032446

- **Names & Contact Details of CPIO.**

<b>Current CPIO</b>	<b>Earlier CPIOs</b>
<b>Name:</b> Prof. Atikur Rehman <b>Designation:</b> I/C Registrar, NIT Srinagar <b>Email:</b> registrar@nitsri.ac.in <b>Phone:</b> 0194-2421347	<b>Name:</b> Prof. Syed Kaiser Bukhari <b>Designation:</b> Ex Registrar, NIT Srinagar <b>Email:</b> registrar@nitsri.ac.in <b>Phone:</b> 0194-2421347

	<b>Name:</b> Er. Fayaz Ahmad Mir (2015-2017) <b>Designation:</b> Ex Registrar, NIT Srinagar <b>Email:</b> registrar@nitsri.ac.in <b>Phone:</b> 0194-2421347
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- **Names & Contact Details of FAA.**

<b>Current FAA</b>	<b>Earlier CPIOs</b>
<b>Name:</b> Prof. Ghulam Ashraful Harmain (Since 28-10-2022) <b>Designation:</b> Dean, Faculty Welfare <b>Email:</b> gharmain@nitsri.ac.in <b>Phone:</b> 9419018804	<b>Name:</b> Prof. Shameem A Lone (2020-2022) <b>Designation:</b> Dean, Faculty Welfare <b>Email:</b> salone@nitsri.ac.in <b>Phone:</b> 9419501253  <b>Name:</b> Prof. M.F Wani (2018-2020) <b>Designation:</b> Professor (HAG) <b>Email:</b> mfwani@nitsri.ac.in <b>Phone:</b> 8803824243  <b>Name:</b> Prof. A.H Mir (2016-2018) <b>Designation:</b> Professor (HAG) <b>Email:</b> ahmir@nitsri.ac.in <b>Phone:</b> 9419010409

- ***Consultancy committee of key stake holders for advice on suo-motu disclosure.***

*Please follow this Link for details.*

- ***Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI.***

*Please follow this Link for details.*

## **6. Guidelines for Indian Government Websites (GIGW)**

- *STQC Certification:* Report No: STQC-IT(Kol)/ES/ NIOT/181901/1085

## **The powers of Institute officers and employees.**

### ***The Director and his/her Powers***

*Appointment:* The Director of the Institute is appointed by the Visitor on contract basis on the recommendations of a Search – cum – Selection Committee constituted by him consisting of at least five members. The Chairperson of the Council shall be its Chairperson and the Secretary of the Department of Higher Education or his representative shall be one of its members besides three other experts in the field of technical education with experience at national and international level.

*Tenure:* The Director is appointed for a period of five years and is governed by the terms and conditions of the Contract of Service entered into between the Institute and the Director in form specified in Schedule-A of the First Statutes of National Institutes of Technology.

#### *Powers:*

- i. Subject to the budget provisions made for the specific purpose, the Director has the power to incur expenditure in accordance with the procedure as may be laid down in the ordinances.
- ii. The Director has the power to appropriate funds with respect to different items constituting the recurring budget up to a limit specified for the Head of Department in the Central Government for each item:
- iii. Provided that such appropriation shall not involve any increase in the budget and any liability in future years:
- iv. Provided further that every such appropriation shall as soon as possible, be reported to the Board.
- v. The Director has the power to write off irrecoverable losses up to a limit of ten thousand rupees and of irrecoverable value of store items lost or rendered unserviceable, due to normal wear and tear or obsolete up to a limit of twenty-five thousand rupees subject to such stipulations as may be made by the Board from time to time.
- vi. The Director has the power to donate obsolete equipment or store items, as identified by a committee constituted for this purpose by the Director, to any educational institution in the vicinity of the Institute up to such limits as may be decided by the Board from time to time.
- vii. The Director, where he is the appointing authority, has the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum, of the scale, but not involving more than five increments, in respect of posts to which appointment than be made by him under the powers vested in him by the provision of the Act or these statutes,
- viii. The Director has the power to employ Teaching Supporting Staff in the Laboratories, Technicians or Technical Instructors and Skilled Workmen, paid from contingencies from time to time, for not more than one year on such remuneration as may be decided by the Board.
- ix. The Director has the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the ordinances.
- x. The Director has the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- xi. If for any reason the Registrar is temporarily absent for a period not exceeding one month; the Director may take over or assign to any faculty member or member of staff of the Institute, any of the functions of the Registrar as he deems fit:
- xii. Provided that if at any time the temporary absence; of the Registrar exceeds one month, the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar, for a period exceeding one month.

- xiii. All contracts for and on behalf of the Institute except the one between the Institute and the Director shall when authorised by a resolution of the Board passed in that behalf be in writing and be expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.
- xiv. The Director may, during his absence from headquarters, specifically authorise in writing the Deputy Director or in his absence, one of the Deans or the Senior most Professor present to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his behalf.
- xv. The Director may, at his discretion constitute such committees, as he may consider appropriate for smooth functioning of the Institute.
- xvi. In the event of the occurrence of any vacancy in the office of the Chairperson by reason of his death, resignation or otherwise or in the event of the Chairperson being unable to discharge his functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairperson under section 16 of the Act.
- xvii. The Director may, with the approval of the Board delegate any of his powers, authorities or responsibilities vested in him by virtue of the Act and Statutes to one or more members of Academic or Administrative Staff of the Institute.
- xviii. The disciplinary powers for Director of the Institute shall be decided by the Board of Governors of the respective National Institute of Technology from time to time.

### ***The Deputy Director***

*Appointment:* The appointment of the Deputy Director is made by the Board on the recommendations of the Selection Committee constituted in terms of provisions under Statutes 23 (5) (a) of the First Statutes of National Institutes of Technology.

*Tenure:* The appointment shall be for a period of three years initially which may be extended by two times for one year each on recommendation of the Board. The Deputy Director is governed by the terms and conditions of the Contract of Service entered into between the Institute and the Deputy Director in the form specified in Schedule-B of the First Statutes of National Institutes of Technology.

*Powers:*

- i. The Deputy Director has all the powers of the Director during the vacancy in the post of Director of the Institute.
- ii. The Deputy Director assists the Director in academic and administrative work and in maintaining liaison with other institutions of higher learning and research, and also with industrial undertakings and other employers.

### ***Registrar***

*Appointment:* The Registrar is appointed on such terms & conditions as laid down in the Statutes of NIT.

*Tenure:* The appointment is for a fixed term of not exceeding five years on deputation or contract basis.

*Powers & Functions:* The Registrar is the custodian of records, the common seal, the funds of Institute and such other properties of the Institute as the Board shall commit to his charge. The Registrar acts as Secretary of the Board, Senate and such other Committees to which he may be required by the

Statutes to act as such. The review of performance of the Registrar upon completion of one years of service may be carried out by the Committee to be constituted by the Board.

### ***Deans***

*Appointment:* The Director shall appoint the Deans with intimation to the Chairperson, Board of Governors. The Institute shall establish not more than six Deanships. Only Professors or Associate Professors shall be eligible for becoming Deans.

*Tenure:* The Dean shall hold his post for two years extendable by one more year.

*Powers & Functions:* Deanship is a functional Position & not an administrative one. A dean shall advise the Director on matters pertaining to their areas of Deanship. Broad functions of Deans are enumerated in the Schedule 'C' of the First Statutes of National Institutes of Technology.

### ***Head of the Department or Centre***

*Appointment:* Each Department and Centre of the Institute is placed in charge of a Head who is selected by the Director from amongst the Professors and Associate Professors of that Department or Centre; provided that if a Department or Centre has no Professor or Associate Professor, the Director may appoint an Assistant Professor of that Department or Centre to head the Department or Centre.

When appointment to the post of Head of Department or Centre becomes due, the Director shall ascertain the willingness of the persons eligible to be appointed as Head, for being so appointed, and shall generally select a person by rotation from among eligible and willing persons. Whenever it is proposed to deviate from the principle of rotation, such appointment shall be made only with the prior approval of the Chairperson, Board of Governors and for reasons to be recorded in writing and shall also be reported to the Senate and the Board, along with reasons for deviation in their next meetings.

*Tenure:* The Head of a Department or Centre shall hold his post for a term of two years. Provided that after the expiry of his term of office, he shall continue to hold office till the appointment of his successor; Provided further that no person shall head a Department or Centre continuously for a period exceeding three years unless he is specially appointed at least for a second term.

The Director may himself take temporary charge of a department or place it under the charge of the Deputy Director or a Professor from another Department for a period not exceeding six months.

*Powers & Functions:* The Head of Department is responsible for the entire working of the Department subject to the general control and supervision of the Director. The Head of Department is duty bound to see that the decisions of the authorities of the Institute and of Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director or Senate.

## The duties of Institute Officers

S. No.	Group	Designation	Department/ Cadre	Nature of work performed
1.	Group A	Assistant Professor, Associate Professor, Professor	Academic Departments	<ul style="list-style-type: none"> <li>To carry out Teaching and Practical assignment as per departmental needs for UG and PG programs and conduct course work for Ph.D. students.</li> <li>To carry out Research in the technical areas of individual expertise.</li> <li>To guide post graduate and Ph.D. students.</li> <li>To carry out academic outreach activities.</li> <li>To contribute in a Technical Project on-going in the departments.</li> <li>Supervise B.Tech / M.Tech / M.Sc / Ph.D. projects of students studying in the department.</li> <li>Any other duties as per the need of institute and as informed by head of department / Director.</li> <li>To holder administrative responsibilities along with normal teaching assignment.</li> </ul>
2.	Group A	Registrar	Administration	<ul style="list-style-type: none"> <li>The Registrar is responsible to the Director for the proper discharge of his functions.</li> <li>He is the custodian of record and common seal of the Institute and such other property of the Institute as the Board of Governors commit to his charge.</li> <li>He deals with legal matters pertaining to administration.</li> <li>He is the Chief Administrative Officer of the Institute and Reporting Officer to all the Administrative officers' viz. Dy. Registrar (Accounts), Assistant Registrar (Accounts), Dy. Registrar (Academic), Dy. Registrar (Administration &amp; Establishment), Assistant Registrar (Administration) Dy. Registrar (Stores), Ex. Engineer (Estate Main.), Internal Audit Officer, Assistant Registrar (Audit), Librarian, Assistant Librarian, SAS Officer, Senior Medical officer, Medical officer and Security Officer etc.</li> <li>Any other duties assigned by Director NIT Srinagar.</li> </ul>
3.	Group A	Deputy Registrar/Joint Registrar	Academic	<ul style="list-style-type: none"> <li>Deals with all academic matters such as admission (UG, PG and Ph.D.), enrolment, issuing of identity cards, maintaining personal record of students admitted, assisting the Dean (Academic)</li> <li>Assists the Director in preparation and maintenance of academic calendar, conduct of examinations, conduct of convocation, award of degrees, awards, medals, issuing transfer certificate, migration certificate, bonafide certificate, degrees, and maintaining the record of legal cases arising out of academic matters.</li> <li>Any other duties assigned by Registrar / Director NIT Srinagar.</li> </ul>
4.	Group A	Deputy Registrar/Joint Registrar	Accounts	<ul style="list-style-type: none"> <li>Preparation of Annual budget, revised budget estimates, maintaining every financial transaction, dealing with Income Tax of the employees, Professional Tax and other taxes, disbursement of salary, pension, scholarships, remunerations, contractual amounts, payment against bills.</li> <li>Liaising with banks having Institute accounts.</li> <li>Coordinating with CAG, maintaining financial record and to carry out any other duties assigned by the Director.</li> <li>The Dy. Registrar is also carry out the activities such as Supervising, monitoring and providing guidance to the sub-ordinates working in Accounts Section.</li> <li>Any other duties assigned by Registrar/Director.</li> </ul>

5.	Group A	Deputy Registrar/Joint Registrar	Stores	<ul style="list-style-type: none"> <li>• Procurement of material such as, stationary, liveries, equipment, etc. as per the sanction / approval from the appropriate authority.</li> <li>• Maintain updated record of all the purchases and their settlement and to Supervise, monitor and guide the subordinates working under him, in performance of their duties.</li> <li>• Holding charges of the stores furniture, fixtures and fittings of the dept. excepting that in the laboratories &amp; giving all assistance checking &amp; audit staff.</li> <li>• Upkeep of the dept. including class-rooms, staff rooms, drawing halls, sanitary blocks, entrance lobbies, balconies, terraces etc.</li> <li>• Holding charge of all stock books.</li> <li>• Ledgers leave registers, files, stationery etc.</li> <li>• Receipt &amp; issue of materials including, making entries in the various registers.</li> <li>• Handling departmental correspondence including that the bills, their passing.</li> <li>• Indenting stationery &amp; other materials, handling correspondence reg., quotation etc.</li> <li>• Any other duties assigned by Registrar/Director.</li> </ul>
6.	Group A	Deputy Registrar/Joint Registrar	Administration	<ul style="list-style-type: none"> <li>• To assist the Registrar in carrying out the duties as Administrator of the institute.</li> <li>• To ensure smooth conduct of meetings of committees like BoG, FC, Senate, BWC etc.</li> <li>• Work towards ensuring professional, efficient and speedy services provided by the Registrar office.</li> <li>• Interpret and implement rules and regulations of the institute that are directly related with the functions of the office of the Registrar.</li> <li>• Liaising with Ministry -Reply to queries and submit information pertaining to the institute.</li> <li>• Any other duties assigned by Registrar / Director.</li> </ul>
7.	Group A	Assistant Registrar	Exam	<ul style="list-style-type: none"> <li>• Overall coordination to conduct the examinations, planning, preparation, induction, arrangement of exam superintendence etc.</li> <li>• Appointment of paper setter, practical examiner, moderator, evaluator, tabulator to maintain each &amp; every data with paper noting.</li> <li>• To prepare and provide the examiner code program wise.</li> <li>• To procure the question paper program wise of annual &amp; semester examination to receive award list from Departments.</li> <li>• Any other duties assigned by Registrar / Director / Deputy Registrar (Exam).</li> </ul>
8.	Group A	Assistant Registrar	Hostel	<ul style="list-style-type: none"> <li>• To receive the hostel admission charges.</li> <li>• To handle the cash received from all the hostels &amp; remittance to bank daily.</li> <li>• Preparation of refund vouchers of all the hostellers as well as the payment of refund to the students.</li> <li>• To maintain the register of individual accountant of each students living in the hostels containing a) Room rent b) Hostel Deposit c) Mess Deposit d) Crockery e) Recreation f) Water &amp; Electricity charges.</li> <li>• Adjustment of dues mess, water &amp; electricity against the hostel deposit of students residing in all hostels.</li> <li>• Preparation of advance voucher against the names of hostel wardens and to maintain their record.</li> <li>• To maintain record of rent, electricity &amp; other dues payable to college account by the hostellers.</li> <li>• Finalization of advance given to the wardens at the end of every session.</li> <li>• To maintain the ledger showing all monetary transactions of hostels.</li> <li>• Correspondence with the different depts./ sections of college.</li> <li>• Maintaining the record of all hostels pertaining to all matters such as mess- bill copies, defaulter lists,</li> </ul>

				<p>electricity and water charges, student's deposits, recreation, crockery etc.</p> <ul style="list-style-type: none"> <li>• Maintenance of D. F. R. as well as cash Book in Central Office.</li> <li>• Any other duties assigned by Registrar/Director.</li> </ul>
9.	Group A	Assistant Registrar	Accounts	<ul style="list-style-type: none"> <li>• To receive tuition and other fees and all other receipts of the college.</li> <li>• To arrange payment of salary and other bills.</li> <li>• To maintain the connected records</li> <li>• To Pre audit bills of works and suppliers and maintain ledger accounts.</li> <li>• To draw annual final accounts i.e. trial balance, income &amp; expenditure accounts, balance sheet.</li> <li>• To attain all duties given by Dy. Register (Accounts) and other competent authorities.</li> </ul>
10.	Group A	Assistant Registrar	Audit	<ul style="list-style-type: none"> <li>• Inspect, examine and audit every bill received by the Accounts Section. Examine the cases having financial implications, received from Administration / Establishment Section.</li> <li>• Maintain liaison with CAG. Assist the authorities in interpretation of Service Rules especially where public money is involved.</li> <li>• To Pre audit all bills before they are passed for payment.</li> <li>• To deal with all important matters in which interpretation of rules is necessary and tender, agreements, bills etc. for all building work.</li> <li>• Any other duties assigned by Registrar / Director/Deputy Registrar (Accounts).</li> </ul>
11.	Group A	Assistant Registrar	Administration	<ul style="list-style-type: none"> <li>• To deal with all the matters pertaining to personal management / establishment of the staff appointed on regular, temporary, ad-hoc or contractual engagement. Maintain record of every individual on the strength of the NIT Srinagar whether permanent or temporary.</li> <li>• Maintain Service Book record and process the matters pertaining to appointment, engagement, promotion, service conditions, disciplinary matters, leave, Leave Travel Concession, Police Verification, deputation of staff on official duties, preparation of salary bills, pension bills and any other matter assigned by the authorities and to supervise, monitor and guide the sub-ordinates working under him, in performance of their duties.</li> <li>• To attain all other official establishment related matter as per guidance of Dean (Faculty Welfare) / Register and other competent authorities.</li> </ul>
12.	Group A	Librarian	Library and Information Centre	<ul style="list-style-type: none"> <li>• Responsible for maintaining proper record in the library.</li> <li>• Catalogue of books &amp; bound volumes of periodicals</li> <li>• Indexing of catalogue cards.</li> <li>• Upkeep of Catalogue cabinets.</li> </ul>
13.	Group A	Deputy Librarian	Library and Information Centre	<ul style="list-style-type: none"> <li>• To prepare list of additions.</li> <li>• To prepare book cards, date labels &amp; all processing work.</li> <li>• Preparation of bibliographies, abstracting &amp; documentation of project reports.</li> <li>• To attain all duties given by other competent authorities.</li> </ul>
14.	Group A	Assistant Librarian	Library and Information Centre	<ul style="list-style-type: none"> <li>• Responsible for all the renewal work of journals received annually and non- receipt of issues.</li> <li>• To look after the newspaper and general supervision of the reading room.</li> <li>• Supervision &amp; maintenance of the reference Section</li> <li>• Compilation of bound volumes and its building.</li> <li>• Rebinding work of books.</li> <li>• To look after the microfilms &amp; photo copies of the Libraries and to make them available for the researchers.</li> <li>• To attain all the official Library work.</li> <li>• Any other duties assigned by Registrar / Director / Librarian.</li> </ul>



15.	Group A	Principle SAS Officer	Physical Education (Sports)	<ul style="list-style-type: none"> <li>• Coordination with the Student Sports Secretary :</li> <li>• Keeping stock of previous and current years' sports goods.</li> <li>• Ordering sports goods in consultation with the Director.</li> <li>• Arranging the venues for sports events in consultation with the Director.</li> <li>• Drawing lots for various sports.</li> <li>• Coordination with the Director:</li> <li>• Obtaining permission to hold sports events in the institute campus.</li> </ul>
16.	Group A	Senior SAS Officer	Physical Education (Sports)	<ul style="list-style-type: none"> <li>• To recommend students for permission to participate in the intra-or inter college events.</li> <li>• To recommend attendance to students who have taken part in sports events.</li> <li>• Sort out any issues taking place during matches (team selections, objections, quarrels etc.).</li> <li>• Maintaining discipline in all events happening in and outside the college.</li> <li>• Holding sports events for staff members.</li> <li>• Maintaining records of sports events attended by students outside the institute, within the institute.</li> </ul>
17.	Group A	SAS Officer	Physical Education (Sports)	<ul style="list-style-type: none"> <li>• Any other duties assigned by Section Head/ Director/Registrar.</li> <li>• The Principal Scientific /Technical Officer is responsible for overall planning and management of the academic and administrative activities of the institute including optimal utilization of resources.</li> <li>• For the proper administration and the academic management in accordance with the policies determined by the Board.</li> <li>• For the proper enforcement of regulations; and</li> <li>• For the welfare and discipline of the staff and students.</li> <li>• Providing academic and administrative leadership.</li> <li>• Promotion of industry-institution collaboration and industry-oriented Research and Development.</li> <li>• Monitoring and evaluation of academic activities in the Institute.</li> <li>• Public relations and interaction with the community.</li> <li>• Promoting and coordinating education related activities.</li> <li>• Any other duties assigned by Section Head/ Director/Registrar.</li> </ul>
18.	Group A	Lecturer	Physical Education (Sports)	<ul style="list-style-type: none"> <li>• Any other duties assigned by Section Head/ Director/Registrar.</li> </ul>
19.	Group A	Principle Technical Officer	Network/ Computer Centre	<ul style="list-style-type: none"> <li>• The scientific officer is responsible for devising research proposals.</li> <li>• Scientific officers also supervise the implementation of programs and coordinate the work between different labs and phases of the research for maximum efficiency and progress.</li> <li>• They may also meet with clients or regulators to discuss report or explain projects. Scientific officers also work with other departments on tasks related to policymaking, intellectual property or management of lab sites</li> <li>• Integral secondary job duties include hiring personnel, training them for the specific research projects and supervising their research.</li> <li>• Additionally, they develop acceptable work policies and procedures that meet government or industry regulatory standards.</li> <li>• Any other duties assigned by Section Head/ Director/Registrar.</li> </ul>
20.	Group A	Senior Technical Officer	Network/ Computer Centre	<ul style="list-style-type: none"> <li>• Any other duties assigned by Section Head/ Director/Registrar.</li> </ul>
21.	Group A	Technical Officer	Network/ Computer Centre	<ul style="list-style-type: none"> <li>• To see the general upkeep of the laboratories of the Dept. With the help of other laboratory staff.</li> <li>• To maintain the audio-visual equipment such as Film-Projector etc. after it is issued to and received from other departments.</li> <li>• To see that the equipment in all the laboratories in working in order.</li> <li>• To get repaired the instruments from the instrument re paired or from outside agency &amp; to make correspondence in this respect.</li> </ul>

				<ul style="list-style-type: none"> <li>• To arrange for assistance from other dept. For the project work of the students.</li> <li>• To do any other special work assigned by the teaching staff.</li> <li>• Any other duties assigned by Section Head/Director/Registrar.</li> </ul>
22.	Group A	Superintendent Engineer	Estate Maintenance	<ul style="list-style-type: none"> <li>• Holding charge of drawing office &amp; instruments &amp; stationery, tracings, drawing &amp; blue prints &amp; their upkeep.</li> <li>• Preparation of Estimates &amp; Draft tender papers.</li> <li>• Preparation of bills of the contractors.</li> <li>• Supervise construction work &amp; College campus maintenance work.</li> <li>• Preparation of muster rolls &amp; progress reports.</li> <li>• To prepare comparative statements for the contractors.</li> <li>• Other technical Office work &amp; Building maintenance etc.</li> <li>• Any other duties assigned by Director/Registrar.</li> </ul>
23.	Group A	Senior Executive Engineer	Estate Maintenance	
24.	Group A	Executive Engineer	Estate Maintenance	
25.	Group A	Senior Medical Officer	Health Centre	<ul style="list-style-type: none"> <li>• Senior Medical Officer has the primary responsibility of managing the health centre on campus, organizing doctors to provide safe, effective medical services to the students.</li> <li>• Senior Medical Officer get work done from staff medical staff &amp; inform them the up-to-date on changing health regulations.</li> <li>• His daily duties could include offering clinical guidance to physicians, innovating policy changes, starting quality improvement efforts, evaluating quality of services, developing a budget, assisting in resident funding, and coordinating community relationships.</li> <li>• Senior Medical Officer apart from extending health care to students &amp; staff will also attend meetings to speak with Chairman, Director and department heads about the facility's performance.</li> <li>• Any other duties assigned by Director/Registrar.</li> </ul>
26.	Group A	Medical Officer	Health Centre	<ul style="list-style-type: none"> <li>• Medical officer apart from extending health care services to students &amp; staff, he has to get medical records organized.</li> <li>• Prepare reports and assist physicians / Sr. Medical Officer with various presentations or articles. Using their knowledge of medical procedures, record medical histories and schedule patients for hospitalization or other procedures.</li> <li>• His duties include bookkeeping tasks, such as billing patients, preparing financial and tax reports and processing invoices.</li> <li>• Any other duties assigned by Director/Registrar/Senior Medical Officer.</li> </ul>

## The powers & duties of other employees at the Institute

S. No.	Group	Designation	Department/ Cadre	Nature of work performed
1.	Group C	Technician	Cadre-4 Lower Technical	<ul style="list-style-type: none"> <li>Repairing of water supply lines, flush tanks, and water cooler lines of college blogs. Hostels, staff qrs. Well pipe lines, water taps, valve A. C. pipe lines, sewed line, sanitary.</li> <li>To attend the water supply work of the college campus.</li> <li>To test &amp; certify the new equipment reaching the Dept.</li> <li>To undertake repairs of damage equipment.</li> </ul>
2.	Group C	Senior Technician	Cadre-4 Lower Technical	<ul style="list-style-type: none"> <li>To help the students/ staff in fabrication work of their projects &amp; research.</li> <li>To set up new experiments, prepare demonstration apparatus as directed by teachers.</li> <li>Holding complete charge of the laboratories assigned to him including all equipment, materials instruments etc. in it.</li> </ul>
3.	Group C	Technician SG-II	Cadre-4 Lower Technical	<ul style="list-style-type: none"> <li>Upkeep of the laboratories in his charge including all fixtures and fittings therein.</li> <li>Assisting the Faculty member in conducting the experiment set ups &amp; properly keeping all equipment &amp; instruments.</li> </ul>
4.	Group C	Technician SG-I	Cadre-4 Lower Technical	<ul style="list-style-type: none"> <li>Routine maintenance of all equipment &amp; instrument in his charge.</li> <li>Maintenance of all ledgers in his charge.</li> <li>Collecting &amp; Holding charge of student's journals, practical note books, test answer books, drawing sheets &amp; keeping their accounts.</li> <li>Any other work assigned by Faculty/HoD's.</li> </ul>
5.	Group B	Technical Assistant	Cadre-5 Higher Technical	<ul style="list-style-type: none"> <li>Receiving Journals, checking of jobs prepared by the students.</li> <li>Recording the dimensions in registers.</li> <li>Supervising the practical classes of the students.</li> <li>Maintenance of machinery &amp; equipment.</li> <li>Arranging of practical classes of students.</li> <li>Maintaining cleanliness &amp; discipline of the shops.</li> </ul>
6.	Group B	Senior Technical Assistant	Cadre-5 Higher Technical	<ul style="list-style-type: none"> <li>Preparation for jobs &amp; material for student's sessional work in advance.</li> <li>Conducting practical classes during leave period.</li> <li>Any other work as assigned by the workshop superintendent.</li> </ul>
7.	Group B	Technical Assistant SG-II	Cadre-5 Higher Technical	<ul style="list-style-type: none"> <li>To conduct practical classes of Engineering Students under guidance of his superiors) To preserve semi-finished jobs, issue material to students, take attendance of students &amp; maintain records pertaining to above as directed by his superiors.</li> <li>To keep material &amp; Tools ready for practical classes &amp; practical exams.</li> </ul>
8.	Group B	Technical Assistant SG-I	Cadre-5 Higher Technical	<ul style="list-style-type: none"> <li>To prepare work order jobs pertaining to various dept. of the college as directed by superiors.</li> <li>Repair, maintenance &amp; erection of college equipment as and when required.</li> <li>Do any other works which he may be asked to do by his superiors such as reporting of breakage of tools, break down of machinery, submission of finished jobs, etc.</li> </ul>
9.	Group B	Junior Engineer	Cadre-5 Higher Technical	<ul style="list-style-type: none"> <li>Attending to all break downs on HV/LV overload &amp; transformers, switch gear.</li> <li>Execution of new overload &amp; underground installations.</li> <li>Routine checking of installations as above &amp; workshop.</li> <li>Keeping record of loads etc.</li> <li>Attending to all emergency calls outside the normal duties hours.</li> <li>To look after the duties of Jr. Electrician during leave period.</li> <li>Any other work assigned by Section Head / Head.</li> </ul>

10.	Group B	Assistant Engineer	Cadre-5 Higher Technical	<ul style="list-style-type: none"> <li>• Attending to all breakdowns on internal installations on all blocks on the campus.</li> <li>• Execution of new internal installations.</li> <li>• Routine checking of all internal installations.</li> <li>• To look after the duties of Executive Engineer during leave period.</li> <li>• Any other work assigned by Section Head/Head.</li> </ul>
11.	Group B	Assistant Engineer SG-II	Cadre-5 Higher Technical	
12.	Group B	Assistant Engineer SG-I	Cadre-5 Higher Technical	
13.	Group B	SAS Assistant	Cadre-5 Higher Technical	<ul style="list-style-type: none"> <li>• Manage events (Event Management) of students and institute related activities like sports, drama, music, films, painting, photography, journalism, seminars, conferences, convocation, student festivals etc.</li> <li>• Any other work assigned by Section Head/Head.</li> </ul>
14.	Group B	Senior SAS Assistant	Cadre-5 Higher Technical	
15.	Group B	SAS Assistant SG-II	Cadre-5 Higher Technical	
16.	Group B	SAS Assistant SG-I	Cadre-5 Higher Technical	
17.	Group B	Library and Information Assistant	Cadre-5 Higher Technical	<ul style="list-style-type: none"> <li>• Lend and collect books, periodicals, videotapes, and other materials at circulation desks.</li> <li>• Enter and update student/employee records on computers.</li> <li>• Process new materials including books, audio-visual materials and computer software.</li> <li>• Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.</li> <li>• Locate library materials for students/employee, including books, periodicals, tape cassettes, Braille volumes, and pictures.</li> <li>• Instruct students on how to use reference sources, card catalogues, and automated information systems.</li> <li>• Inspect returned books for condition and due-date status, and compute any applicable fines.</li> <li>• Answer routine inquiries, and refer students in need of professional assistance to librarians.</li> <li>• Any other work assigned by Section Head / Register /Director</li> </ul>
18.	Group B	Senior Library and Information Assistant	Cadre-5 Higher Technical	
19.	Group B	Library and Information Assistant SG-II	Cadre-5 Higher Technical	
20.	Group B	Library and Information Assistant SG-I	Cadre-5 Higher Technical	
21.	Group C	Pharmacist	Cadre-6 Pharmacist	<ul style="list-style-type: none"> <li>• Dispensing medicines to the patients.</li> <li>• Preparation of mixtures &amp; ointments.</li> <li>• Preparation of bills &amp; procurement of medicines.</li> <li>• Keeping records of medical bills &amp; procurements.</li> <li>• Any other work assigned by Sr. Medical Officer &amp; Medical Officer.</li> </ul>
22.	Group C	Senior Pharmacist	Cadre-6 Pharmacist	
23.	Group B	Pharmacist SG-II	Cadre-6 Pharmacist	
24.	Group B	Pharmacist SG-I	Cadre-6 Pharmacist	
25.	Group C	Assistant SG-I	Cadre -2 Lower Ministerial	<ul style="list-style-type: none"> <li>• To deal with routine work and maintain subsidiary records.</li> <li>• To attend to typing work on computers, prepare Excel Sheets &amp; Reports.</li> <li>• Handling leave (C.L. &amp; Optional leave) Correspondence &amp; entering in the leave registers, maintenance of the leave records.</li> <li>• Maintain computerised record.</li> <li>• Any other work assigned by Section Head/ Head.</li> </ul>
26.	Group C	Assistant SG-II	Cadre -2 Lower Ministerial	
27.	Group C	Sr. Assistant	Cadre -2 Lower Ministerial	
28.	Group C	Jr. Assistant	Cadre -2 Lower Ministerial	
29.	Group B	Superintendent SG-I	Cadre -3 Higher Ministerial	<ul style="list-style-type: none"> <li>• Supervision over the working of the Section and to deal with important files.</li> <li>• To attend to important work involving greater responsibility and to conduct certain checks on the work done by Assistants in the section concerned.</li> <li>• Any other work assigned by Section-Head/ Registrar/ Director</li> </ul>
30.	Group B	Superintendent SG-II	Cadre -3 Higher Ministerial	
31.	Group B	Sr. Superintendent	Cadre -3 Higher Ministerial	
32.	Group B	Superintendent	Cadre -3 Higher Ministerial	
33.	Group C	Stenographer	Cadre -2 Lower Ministerial	<ul style="list-style-type: none"> <li>• To attend to dictation work of the officers and to attend to important/ confidential typing work.</li> </ul>

34.	Group C	Senior Stenographer	Cadre -2 Lower Ministerial	<ul style="list-style-type: none"> <li>• To maintain computerized record.</li> <li>• Any other work assigned by Section Head/ Head.</li> </ul>
35.	Group B	Stenographer SG-II	Cadre -2 Lower Ministerial	
36.	Group B	Stenographer SG-I	Cadre -2 Lower Ministerial	
37.	Group B	Personal Assistant	Cadre -3 Higher Ministerial	<ul style="list-style-type: none"> <li>• Coordinating functions between the Department Heads</li> <li>• Arranging meetings and managing the Calendar of the Director</li> <li>• Drafting Letters and other documents</li> <li>• To Handle International and domestic travel</li> <li>• Phone and email correspondence for the Director</li> <li>• Attending and taking minutes for all the meetings</li> <li>• Assisting the Director in MS office</li> <li>• To provide general office support or assistance</li> <li>• Support on any additional responsibility given by the Director</li> </ul>
38.	Group B	Senior Personal Assistant	Cadre -3 Higher Ministerial	
39.	Group B	Private Secretary	Cadre -3 Higher Ministerial	
40.	Group C	Office Attendant	Cadre-1 Support Cadre	<ul style="list-style-type: none"> <li>• Any work allotted by section Head / HOD's / Departmental Staff / competent authority as per institute need.</li> </ul>
41.	Group C	Senior Office Attendant	Cadre-1 Support Cadre	
42.	Group C	Office Attendant SG-II	Cadre-1 Support Cadre	
43.	Group C	Office Attendant SG-I	Cadre-1 Support Cadre	
44.	Group C	Lab Attendant	Cadre-1 Support Cadre	
45.	Group C	Senior Lab Attendant	Cadre-1 Support Cadre	
46.	Group C	Lab Attendant SG-II	Cadre-1 Support Cadre	
47.	Group C	Lab Attendant SG-I	Cadre-1 Support Cadre	
48.	Group B	Security Officer	Security Section	<ul style="list-style-type: none"> <li>• He is required to supervise control and guide the security staff in the performance of their duties.</li> <li>• To guard the property of the college estate.</li> <li>• He has to take cognizance of any untoward happening in the college campus leading to indiscipline &amp; nuisance.</li> <li>• He is required to be vigilant throughout day &amp; night.</li> <li>• Any other duties assigned by Director/Registrar.</li> </ul>

## Pay Structure of Staff at NIT Srinagar as per 7<sup>th</sup> CPC

S. No	Designation	Pay Level in Pay Matrix
1.	Director	Level 17
2.	Registrar	Level 14
3.	Professor	Level 14
4.	Associate Professor	Level 14A
5.	Assistant Professor	Level 13A1
6.	Deputy Registrar	Level 10
7.	Assistant Registrar	Level 12
8.	Librarian	Level 10
9.	Deputy Librarian	Level 14
10.	Assistant Librarian	Level 12
11.	Sr. Scientific Officer/ Technical Officer	Level 10
12.	Scientific Officer	Level 12
13.	Principal SAS Officer	Level 10
14.	Senior Students Activity & Sports (SAS) Officer	Level 14
15.	Students Activity & Sports (SAS) Officer	Level 12
16.	Superintending Engineer	Level 10
17.	Executive Engineer	Level 13
18.	Senior Medical Officer	Level 11
19.	Medical Officer	Level 11
20.	Junior Assistant	Level 10
21.	Senior Assistant	Level 3
22.	Assistant (Selection Grade-II)	Level 4
23.	Assistant (Selection Grade-I)	Level 5
24.	Stenographer	Level 6
25.	Senior Stenographer	Level 4
26.	Stenographer SG-II	Level 5
27.	Stenographer SG-I	Level 6
28.	Technician, Laboratory Assistant, Work Assistant	Level 7
29.	Senior Technician, Senior Laboratory Assistant, Senior Work Assistant	Level 3
30.	Technician (Selection Grade-II), Laboratory Assistant (Selection-Grade-II), Work Assistant (Selection Grade-II)	Level 4
31.	Technician (Selection Grade-I), Laboratory Assistant (Selection Grade-I), Work Assistant (Selection Grade-I)	Level 5
32.	Superintendent	Level 6
33.	Senior Superintendent	Level 7
34.	Superintendent (Selection Grade-II)	Level 8
35.	Superintendent (Selection Grade-I)	Level 9
36.	Personal Assistant	Level 6
37.	Senior Personal Assistant	Level 7
38.	Private Secretary	Level 8
39.	Technical Assistant	Level 8
40.	Senior Technical Assistant	Level 6
41.	Technical Assistant (Selection Grade-II)	Level 7
42.	Technical Assistant (Selection Grade-I)	Level 8
43.	Junior Engineer/ SAS Assistant/ & Information Assistant	Level 9
44.	Assistant Engineer/ Senior SAS Assistant /Sr. Library & Information Assistant	Level 6
45.	Assistant Engineer/ SAS Assistant (Selection Grade-II)/ Library & information Assistant (Selection Grade-II)	Level 7
46.	Assistant Engineer/ SAS Assistant (Selection Grade-I)/ Library & information Assistant (Selection Grade-I)	Level 8
47.	Pharmacist	Level 9
48.	Pharmacist (Selection Grade-II)	Level 5
49.	Pharmacist (Selection Grade-I)	Level 7
50.	Multi-Tasking Staff (Attendant/ Driver/ Mali etc)	Level 8
		Level 1

The "Level" here means the Level corresponding to the existing Pay Band and Grade Pay or scale in the Pay Matrix specified in Part A of the Schedule notified under Central Civil Services (Revised Pay) Rules, 2016.

## Directory of Officers & Employees of the Institute

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Office of the Director					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Director	Prof. A. Ravinder Nath	2101 L: 2422032 Fax: 2420475 Resi: 3501 L: 2427426		director@nitsri.ac.in
2.	A.R (Director's Office)	Mr. Mohamad Hazik	2102	9906655934	hazik@nitsri.ac.in
3.	A.R (DO / Special Secretary to Director)	Mr. Shahid Hamid Najar	2103	9858701701	shahid.hamid@nitsri.ac.in
4.	Technical Assistant	Mr. Khalid Jibran	2103	9682618485	khalidj_ta@nitsri.ac.in
5.	Stenographer to DO	Mr. Mohammad Asif Malik	2103	7006920212	mohammadaasifmalik94@nitsri.ac.in
6.	Committee Room		2104		

Office of the Registrar					
1.	Registrar	Prof. Atikur Rehman	2105/ 2421347	8082169335	registrar@nitsri.ac.in
2.	Junior Assistant to RO	Mr. Adil Rasool Bhat	2105	9622222125	aadilrasool@nitsri.ac.in
3.	Junior Assistant to RO	Mr. Tawheed Hussain Hajam	2105	7006214389	tawheed@nitsri.ac.in
4.	D.R (Administration)	Mr. Faisal Irshad Ganai	2120	9906693991	faisal.ganai@nitsri.ac.in
5.	D.R (Accounts)	Mrs. Nazia Nazir	2106	9419977678	nazia.qadri@nitsri.ac.in
6.	A.R (DO/Legal)	Mr. Mohamad Hazik	2102	9906655934	hazik@nitsri.ac.in
7.	A.R (DO / Special Secretary to Director)	Mr. Shahid Hamid Najar	2103	9858701701	shahid.hamid@nitsri.ac.in
8.	A.R (Accounts)	Mr. Mubashir Ahmad Wani	2144	9858498580	mubashir.wani@nitsri.ac.in
9.	A.R (Administration)	Mr. Mohammed Iqbal Dar	2132	9596032446	miqbaldar@nitsri.ac.in
10.	A.R (Academics)	Mr. Sheikh Fayaz Ahmad	2121	9419058172	assistantregistraracademic@nitsri.ac.in
11.	A.R (S&P)	Mr. Hakim Mohammad Amin	2114	9419018862	aregistrarsp@nitsri.ac.in
12.	O/C Central Purchase Unit	Dr. Sheikh Shahid Saleem	2107	9622481576	shahid@nitsri.ac.in

Administrative  
Office

Administrative Sections					
S No:	Office/Section	Name/Designation	Ext/Phone(s)	Mobile	Email
	<b>Personnel Department</b>				personnel.department@nitsri.ac.in
1.	D.R (Administration)	Mr. Faisal Irshad Ganai	2120	9906693991	faisal.ganai@nitsri.ac.in
2.	A.R (Administration)	Mr. Mohammed Iqbal Dar	2132	9596032446	miqbaldar@nitsri.ac.in
3.	Faculty Matters	Mr. Habibullah Rather Senior Technical Assistant	2112	9622415359	ratherhabibullah@gmail.com
4.		Mr. Faisal Showkat Shah Junior Assistant	2112	7006555243	shahfaisal@nitsri.ac.in
5.		Mr. Nayeem Zahoor Junior Assistant	2112	8493008900	nayeemzahoor@nitsri.ac.in
6.	Non-Faculty Matters	Mrs. Nighat Shaheen Superintendent	2109	8899128174	
7.		Mr. Naresh Kumar Junior Assistant	2109	9906314458	naresh@nitsri.ac.in
8.		Mr. Akbar Ali Junior Assistant	2109	7006506940	akbarali@nitsri.ac.in
9.	Outsource matters	Mr. Suhail Hassan (OS)	2113	7889711963	hassan.sohail1303@gmail.com

<b>Academic Affairs</b>					
1.	Dean Academic Affairs	Prof. Mohd Shafi Mir	2606	9469425113	Deanacadaffairs@nitsri.ac.in
2.	Associate Dean, Foreign & Students Exchange	Dr. Mushtaq Ahmad Rather	3106	8803970037	adfse@nitsri.ac.in
3.	Associate Dean, Academic Affairs	Dr. Ranjeet Kumar Rout	2813	8895125180	associatedeanacademics@nitsri.ac.in
4.	Associate Dean, Examination	Dr. Mohd Mursaleen	2815	9697985483	assocdeanexams@nitsri.ac.in
5.	A.R (Academics)	Mr. Sheikh Fayaz Ahmad	2121	9419058172	assistantregistraracademic@nitsri.ac.in
6.	PS to Dean AA	Mr. M Muzaffar Wani Superintendent SG-II	2112	7051588148	
7.	Academic	Mrs. Neelofar Jan	2119	9906924097	neelofar@nitsri.ac.in
8.		Mrs. Shaheen Ali	2119	9906503327	
9.		Mrs. Mahjabeen	2119	7006429958	
10.		Mr. Mohammad Abass Kath	2119		



11.	Examination	Mrs. Phoziya Ali	2115	9469674319	coe@nitsri.ac.in
12.		Mr. Tanveer Hussain Bhat	2115	9622892754	
13.	Ph.D. / (Scholarship)	Mr. Imtiyaz Hussain	2142	9086666749	
14.		Mr. Mukhtar Ahmad Dar (OS)	2142	7006715512	
15.	Dealing Assistant (Educational Verification)	Mr. Junaid Ahmad (OS)	2115	9797234599	educationverification@nitsri.ac.in

**Administrative  
Sections**

	<b>Finance &amp; Accounts</b>				accounts@nitsri.ac.in
1.	D.R (Accounts)	Mrs. Nazia Nazir	2106	9419977678	nazia.qadri@nitsri.ac.in
2.	A.R (Accounts)	Mr. Mubashir Ahmad Wani	2144	9858498580	mubashir.wani@nitsri.ac.in
3.		Mr. Mohammad Ashraf Sofi Senior Superintendent	2122   2123	9906460344	
4.		Mr. Riyaz Ahmad Rather		9541221053	
5.		Mr. Zaiser Farooq		7006677466	zaiser_ja@nitsri.ac.in
6.		Mr. Aaqib Jan		9596150286	aaqibjan@nitsri.ac.in
7.		Mr. Shahnawaz Aziz		7889655022	shahnawazaziz@nitsri.ac.in
8.		Mr. Mushraf Farooq		8491040582	mushraf_ja@nitsri.ac.in
1.	<b>RTI/ Grievances/ Central Dispatch / Institute Ticketing</b>	Mr. Mohammed Iqbal Dar A.R (Administration) / PIO	2132	9596032446	miqbaldar@nitsri.ac.in
2.		Mr. Ovais Nazir		7889987286	nazirovais@nitsri.ac.in
1.	<b>Legal</b>	Mr. Mohamad Hazik AR DO / Legal	2102	9906655934	hazik@nitsri.ac.in
2.		Mr. Basarat Bashir		8491068600	basarat_ja@nitsri.ac.in
1.	<b>Central Purchase Unit</b>	Dr. Sheikh Shahid Saleem O/c CPU	2107	9622481576	shahid@nitsri.ac.in
2.		Mr. Fayaz Ahmad Chan	2107	9906895670	fayazrec@gmail.com
3.		Mr. Mudasar Qadir Ahanger	2107	7006089593	mudasir_qasir@nitsri.ac.in
4.		Mr. Tauseef Jeelani	2818	9797705044	tauseef@nitsri.ac.in
1.	<b>Stationery &amp; Printing</b>	Mr. Hakim Mohammad Amin A.R (S&P)	2114	9419018862	aregistrarsp@nitsri.ac.in
2.		Mr. Abdul Wahid Gujree	2140	9906523929	Abdulwahid5602@gmail.com

	<b>Rajbhasha Cell</b>				rajbhashacell@nitsri.ac.in
1.	Hindi Officer I/c	Dr. Rajesh Prasad Shukla		7987485662	rpshukla@nitsri.ac.in
2.	Member	Mr. Mohamad Hazik	2102	9906655934	hazik@nitsri.ac.in
3.	Member	Mr. Mohammed Iqbal Dar	2132	9596032446	miqbaldar@nitsri.ac.in
4.	Member	Dr. Sabzar Gani (OS)	2108	9596193687	sabzargani@gmail.com
	<b>Board Section</b>	Mr. Farhan Bashir	2108	7889568587	farhanbhat@nitsri.ac.in
	<b>eGovernance</b>				egovernance@nitsri.ac.in
1.	Coordinator	Dr. Sparsh Sharma		7006232933	sparsh.sharma@nitsri.ac.in
2.	Technical Assistant	Ms. Insha Shafi		7006752609	inshas_ta@nitsri.ac.in
	<b>Public Relations</b>	Mr. Mohammad Irfan (OS)		6006423237	irfan.pro@nitsri.ac.in

**Offices of Deans & Associate Deans**

S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Dean Faculty Welfare	Prof. Ghulam Ashraf Harmain	2804	9419018804	deanfaculty@nitsri.net
2.	Dean Research & Consultancy	Prof. Roohie Naaz Mir		7889770929	dean.research@nitsri.ac.in
3.	Dean Planning & Development	Dr. Yashwant Mehta	2904	9419056500	dean.planing@nitsri.ac.in
4.	Dean Students Welfare	Prof. Abdul Liman	2304	9419536775	aliman@nitsri.ac.in
5.	Dean Academic Affairs	Prof. Mohd Shafi Mir	2606	9469425113	DeanAcadAffairs@nitsri.ac.in
6.	Dean Alumni & International Affairs	Prof. Nazir A. Sheikh	2818	9797985602	deanaia@nitsri.ac.in
7.	Associate Dean, Examination	Dr. Mohammad Mursaleen	2815	9697985483	assocdeanexams@nitsri.ac.in
8.	Associate Dean, Foreign & Students Exchange	Dr. Mushtaq Ahmad Rather	3106	8803970037	adfse@nitsri.ac.in
9.	Associate Dean, P&D	Dr. Fayaz Ahmad Sofi	2236	9797205130	sofifayaz@nitsri.ac.in
10.	Associate Dean, Academic Affairs	Dr. Ranjeet Kumar Rout		8895125180	associatedeanacademics@nitsri.ac.in
11.	Associate Dean, R&C	Dr. Gh Rasool Beigh	2709	9906577743	grbeigh@nitsri.ac.in
12.	Associate Dean, Students Welfare	Dr. Tanveer Rasool Dar	3104	9419013120 7006899026	tanveer@nitsri.ac.in

**Deans  
& Associate  
Deans**

**Department of  
Chemical  
Engineering**

Department of Chemical Engineering					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Prof. Mohd Noor Salaam Khan	3101	9906884364	hodchemical@nitsri.ac.in
2.	Department Office	Mr. Faizan (OS)	2102	7889460352	
3.	Professor	Prof. Mohd Noor Salaam Khan	3101	9906884364	dkhan3363@gmail.com
4.	Associate Professor	Dr. Fasil Qayoom Mir		9149707313	mirfasil@nitsri.ac.in
5.	Associate Professor	Dr. Mushtaq Ahmad Rather	3106	8803970037	marather@nitsri.ac.in
6.	Assistant Professor	Dr. Tanveer Rasool	3104	9419013120 7006899026	tanveer@nitsri.ac.in
7.	Assistant Professor	Dr. Malik Parvez	3105	9797792168	pkash123@yahoo.com
8.	Assistant Professor	Dr. B. Krishna Srihari		6005143233	sriharibonasi@nitsri.ac.in
9.	Assistant Professor	Dr. Kurella Swami		6305824790	kurellaswamy@nitsri.ac.in
10.	Assistant Professor	Dr. Shashikant Kumar		8986948677	shashikantkumar@nitsri.ac.in
11.	Assistant Professor	Dr. Fatima Jalid		9990795522	fatima@nitsri.ac.in
12.	Assistant Professor	Dr. Asma Iqbal		6006233204	asma.iqbal@nitsri.ac.in
13.	Assistant Professor	Dr. Brajesh Kumar		9410292260	brajesh@nitsri.ac.in
14.	Assistant Professor	Dr. Mohammad Moiz Khan		7506831990	moiz@nitsri.ac.in
15.	Technical Assistant	Mr. Ishfaq Ahmad Najar		7006687158	ishfaqn_ta@nitsri.ac.in

**Department of  
Chemistry**

Department of Chemistry					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Prof. Hamida-Tun-Nisa Chisti	2505	7006114565	hodchemistry@nitsri.ac.in
2.	Department Office	Mr. Firdous Ahmad Ronga	2502	7006108824	
3.	Professor	Prof. Tabasum Ara	2504	8825092581	tabassum@nitsri.ac.in
4.	Professor	Prof. Kowsar Majid	2503	7006473015	kowsar@nitsri.ac.in
5.	Professor	Prof. Shakeel Ahmad Shah	2502	9622795570	shakeel@nitsri.ac.in
6.	Professor	Prof. Javid Ahmad Banday	2508	9906626635	javidbanday@nitsri.ac.in
7.	Professor	Prof. Hamida-Tun-Nisa Chisti	2505	7006114565	hamida@nitsri.ac.in
8.	Assistant Professor	Dr. Mohammad Aslam		9541026327	maslam@nitsri.ac.in
9.	Assistant Professor	Dr. Maktedar Shrikant Shivaji	2506	9978500944	shrikant@nitsri.ac.in
10.	Assistant Professor	Dr. Ravi Kumar	2509	9419211688	ravikumar@nitsri.ac.in
11.	Assistant Professor	Dr. Jigneshkumar V Rohit	2511	9909500225	jignesh@nitsri.ac.in

**Department of  
Civil  
Engineering**

Department of Civil Engineering					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Prof. Javid Ahmad Bhat	2207	9419520381	hodcivil@nitsri.ac.in
2.	Department Office	Mr. Qumail Hussain Jaffri (OS)	2202	9070838383	kumail.jaffari@nitsri.ac.in
3.	Professor	Prof. Abdul Qayoom Dar	2208	9419001914	aqayoom@nitsri.ac.in
4.	Professor	Prof. Manzoor A Ahanger	2220	9419404659	manzoorahanger@nitsri.ac.in
5.	Professor	Prof. Abdul Qayoom Dar	2201	9419001914	aqayoom@nitsri.ac.in
6.	Professor	Prof. Mohd Shafi Mir	2232	9469425113	shafi@nitsri.ac.in
7.	Professor	Prof. Bashir A Mir	2216	9419002500	p7mir@nitsri.ac.in
8.	Professor	Prof. Shagoofta Rasool Shah	2212	9797795597	shagoofta2002@yahoo.com
9.	Professor	Prof. Manzoor Ahmad Tantray	2225	9419428095	matantray@nitsri.ac.in
10.	Professor	Prof. Syed Kaiser Bukhari	2213	8716836789	kaiserbukhari@nitsri.ac.in
11.	Professor	Prof. M. Yousuf Shah	2231	9622584841	yousuf@nitsri.ac.in
12.	Associate Professor	Er. Fayaz Ahmed Mir	2205	9906523922	fayaz@nitsri.ac.in
13.	Associate Professor	Er. Danish Ahmad	2219	9906569193	danish@nitsri.ac.in
14.	Associate Professor	Er. Aijaz A Masoodi	2214	9906577830	aijaz@nitsri.ac.in
15.	Associate Professor	Mrs. Rubina Rashid Mir	2204	9906443164	rubina@nitsri.ac.in
16.	Assistant Professor	Dr. Munir Ahmad Nayak		9993815818	munir.ahmad@nitsri.ac.in
17.	Assistant Professor	Dr. Shakeel A Waseem		9758461370	shakeelahmad@nitsri.ac.in
18.	Assistant Professor	Dr. Fayaz Ahmad Sofi	2236	9797205130	sofifayaz@nitsri.ac.in
19.	Assistant Professor	Dr. Vivek		8439253267	vivek@nitsri.ac.in
20.	Assistant Professor	Dr. Abdullah Ahmad		8439253267	abdullah.ahmad@nitsri.ac.in
21.	Assistant Professor	Dr. Khalid Muzamil Gani		7006348023	khalid.m@nitsri.ac.in
22.	Assistant Professor	Dr. Jitendra Gurjar		8989716185	jitendra.gurjar@nitsri.ac.in
23.	Assistant Professor	Dr. Majid Hussain		9998547248	majid.h@nitsri.ac.in
24.	Assistant Professor	Dr. Parmeshwar		9149566751	parameshwar.n@nitsri.ac.in
25.	Assistant Professor	Dr. Rajesh Prasad Shukla		7987485662	rpshukla@nitsri.ac.in
26.	Assistant Professor	Dr. Dasari Karthik		9966415606	dasari.karthik@nitsri.ac.in
27.	Assistant Professor	Dr. Ritesh Shankarrao Ingale		9881888686	ritesh.ingale@nitsri.ac.in
28.	Assistant Professor	Dr. Sagadevan R		9103011414	sagadevan@nitsri.ac.in
29.	Assistant Professor	Dr. Sandeep Samantaray		9583322304	sandeep@nitsri.ac.in
30.	Assistant Professor	Dr. Janani L		9446915902	janani@nitsri.ac.in
31.	Assistant Professor	Dr. Valliboina Venkateswarlu		8500018400	venki@nitsri.ac.in
32.	Assistant Professor	Dr. Falak Zahoor		9018945366	falak@nitsri.ac.in

**Department of  
Computer  
Science &  
Engineering**

Department of Computer Science & Engineering					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Dr. Mohammad Ahsan Chishti	3739	9419013039	hodcse@nitsri.ac.in
2.	Department Office	Ms. Ravesa Akhter	3738	7006820273	ravesa_ta@nitsri.ac.in
3.	Professor (HAG)	Prof. Roohie Naaz Mir	3737	9419035358 7006687815	naaz310@nitsri.ac.in
4.	Associate Professor	Dr. Mohammad Ahsan Chishti	3739	9419013039	ahsan@nitsri.ac.in
5.	Assistant Professor	Dr. Shaima Qureshi	3741	9419024540	shaima@nitsri.ac.in
6.	Assistant Professor	Dr. Ranjeet Kumar Rout		8895125180	ranjeetkumarrout@nitsri.ac.in
7.	Assistant Professor	Dr. Sparsh Sharma		7006232933	sparsh.sharma@nitsri.ac.in
8.	Assistant Professor	Dr. Veningston K		9790278826	veningstonk@nitsri.ac.in
9.	Assistant Professor	Dr. Pramod Kumar Yadav		9411407432	pramod.kumar@nitsri.ac.in
10.	Assistant Professor	Dr. Tawseef Ayoub Sheikh		9622513326	tawseef.shaikh@nitsri.ac.in
11.	Assistant Professor	Dr. Lavanya Madhuri Bollipo		9989685689	lavanya@nitsri.ac.in



**Department of  
Electrical  
Engineering**

Department of Electrical Engineering					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Dr. Sheikh Javed Iqbal	2607	9419984644	hodee@nitsri.ac.in
2.	Department Office	Mrs. Sapna Raina	2602	7889333705	
3.	Professor	Prof. Aijaz Ahmad Zargar	2604/ 2102155	9419015843	aijaz54@nitsri.ac.in
4.	Professor (HAG)	Prof. Mufti Miraj-Ud-Din	2605	9419523894	mdmufti@nitsri.ac.in
5.	Professor	Prof. Shamim A Lone	2606	9419501253	salone@nitsri.ac.in
6.	Professor	Prof. Abdul Hamid Bhat	2614	9419077713	bhatdee@nitsri.ac.in
7.	Professor	Prof. Mohammad Abid Bazaz	2615	6005103740	abid@nitsri.ac.in
8.	Associate Professor	Dr. Sheikh Javed Iqbal	2607	9419984644	jvd@nitsri.ac.in
9.	Assistant Professor	Dr. Jagtap Kushal M Rao		6005352412	jagtapkushal@nitsri.ac.in
10.	Assistant Professor	Dr. Neeraj Gupta		7087434648	neerajgupta@nitsri.ac.in
11.	Assistant Professor	Dr. Ikhlq Hussain		8588831924	ikhlaq@nitsri.ac.in
12.	Assistant Professor	Dr. Asadur Rahman		9957497127	asadur@nitsri.ac.in
13.	Assistant Professor	Dr. Farhad Ilahi Bakhsh		9045300569	farhad@nitsri.ac.in
14.	Assistant Professor	Dr. Shoeb Hussain		9419023511	shoeb.hussain@nitsri.ac.in
15.	Assistant Professor	Dr. Hareesh Myneni		8333976309	hareesh.myneni@nitsri.ac.in

16.	Assistant Professor	Dr. Pankaj Kumar		8290297038	pankaj@nitsri.ac.in
17.	Technical Assistant	Mr. Zubair Yousuf Khan		7006777851	zubair@nitsri.ac.in

**Department of  
Electronics &  
Communication**

Department of Electronics & Communication					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Dr. Gousia Qazi	2701   2708	9419015436	hodece@nitsri.ac.in
2.	Department Office	Mr. Mohammad Sibgat ullah		8825077920	sibgatullah_ta@nitsri.ac.in
3.	Professor (HAG)	Prof. Ajaz Hussain Mir	2705	9419010409	ahmir@nitsri.ac.in
4.	Professor	Prof. Najeeb Ud-Din	2706	9906666033	najeeb@nitsri.ac.in
5.	Associate Professor	Er. Ajaz A Mir	2707	9419091127	aamir@nitsri.ac.in
6.	Associate Professor	Dr. Gousia Qazi	2708	9419015436	gousia.qazi@nitsri.ac.in
7.	Associate Professor	Er. Ab Gaffar Mir	2711	9858351776	agaffar@nitsri.ac.in
8.	Associate Professor	Dr. Gh Rasool Beigh	2709	9906577743	grbegh@nitsri.ac.in
9.	Associate Professor	Dr. Farida Khursheed	2712	9906540293	fkclone@nitsri.ac.in
10.	Assistant Professor	Dr. Shiekh Aamir Ahsan		6005059743	sheikh@nitsri.ac.in
11.	Assistant Professor	Dr. Shahid Mehraj Shah		7889519497	shahidshah@nitsri.ac.in
12.	Assistant Professor	Dr. Omkar Singh		9419279382	omkar.parihar@nitsri.ac.in
13.	Assistant Professor	Dr. Amandeep Singh Rehal		7508250907	amansingh@nitsri.ac.in
14.	Assistant Professor	Dr. Burhan Kurshid		7006762059	burhan@nitsri.ac.in
15.	Assistant Professor	Dr. Brajendra Singh Sengar		9179615146	brajendra.singh@nitsri.ac.in
16.	Assistant Professor	Dr. Ashok Kumar		8102350942	ashok.kumar@nitsri.ac.in
17.	Assistant Professor	Dr. Amit Kumar		8010377545	amit.kumar@nitsri.ac.in
18.	Technical Assistant	Mr. Mohammad Sibgat ullah		8825077920	sibgatullah_ta@nitsri.ac.in

# h

**Department of  
Humanities,  
Social Sciences &  
Management**

Department of Humanities, Social Sciences & Management					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Dr. Jaya Shrivastava	3301	7006937535	hodhss@nitsri.ac.in
2.	Department Office	Mr. Mudasir Shafi	3302	7006721548	mudasirs_ta@nitsri.ac.in
3.	Assistant Professor	Dr. Tahir Ahmad Wani	3303	9070548823	tahirwani@nitsri.ac.in
4.	Assistant Professor	Dr. Nasir Faried Butt		9018123458	nasir.faried@nitsri.ac.in
5.	Assistant Professor	Dr. Sumaira Jan		9971043801	sumairajan@nitsri.ac.in
6.	Assistant Professor	Dr. Nufazil Altaf		9086666846	nufazil.ahangar@nitsri.ac.in
7.	Assistant Professor	Dr. Mohd Rafiq Teli		9797177846	m.rafiq@nitsri.ac.in
8.	Assistant Professor	Dr. Ajaz-ul-Islam		9419070276	ajazul.islam@nitsri.ac.in

9.	Assistant Professor	Dr. Shahnawaz		7006736360	shahnawaz.ahmed@nitsri.ac.in
10.	Assistant Professor	Dr. Anil Singal		9289206212	anil.singhal@nitsri.ac.in
11.	Technical Assistant	Mr. Mudasir Shafi		7006721548	mudasirs_ta@nitsri.ac.in

**Department of  
Information  
Technology**

Department of Information Technology					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Dr. Janibul Bashir	3740	8825099229	hodit@nitsri.ac.in
2.	Department Office	Mr. Aaqil Mushtaq (OS)	3744	7006395831	
3.	Associate Professor	Dr. Shabir Ahmad Sofi	3740	9419009971	shabir@nitsri.ac.in
4.	Assistant Professor	Dr. Janibul Bashir	3740	8825099229	janibbashir@nitsri.ac.in
5.	Assistant Professor	Mrs. Arooj Nissar		9018853344	arooj@nitsri.ac.in
6.	Assistant Professor	Dr. Iqra Altaf Gillani		7889871231	iqraaltaf@nitsri.ac.in
7.	Assistant Professor	Dr. Prabal Verma		9419223663	prabal.verma@nitsri.ac.in

**Library**

Library					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Chairman Library Committee	Dr. Gausia Qazi	2708	9419015436	chairmanlibrarycommittee@nitsri.ac.in
2.	Deputy Librarian	Mrs. Asmat Ali	2127	9797847219	deputylibrarian@nitsri.ac.in
3.	Assistant Librarian	Mr. Showkat Ahmad Wani		9149507396	assistantlibrarian@nitsri.ac.in
4.	Central Library Office	Mrs. Dilshada Akhtar	2126	9796564599	office_library@nitsri.ac.in
5.	Technical Assistant	Mr. Mohd Yousuf Rather	2137	9797060578	

**Department of  
Mathematics**

Department of Mathematics					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Dr. Zamrooda Jabeen	2303	9622355003	hodmaths@nitsri.ac.in
2.	Department Office	Ms. Shazia Shafi	2302	6006612639	shaziahs_ta@nitsri.ac.in
3.	Professor	Prof. Abdul Liman	2304	9419536775	aliman@nitsri.ac.in
4.	Professor	Prof. Neyaz A Sheikh	2301	9796123426	neyaz@nitsri.ac.in
5.	Professor	Prof. Hakim Tanveer Jalal		9419032480	tjalal@nitsri.ac.in
6.	Associate Professor	Dr. Zamrooda Jabeen		9622355003	zjabeen19@nitsri.ac.in
7.	Assistant Professor	Dr. Mehraj Ahmad Lone		7780830973	mehrajlone@nitsri.ac.in
8.	Assistant Professor	Dr. Ujwal Suresh R Warbhe	2306	8087794291	ujwalwarbhe@nitsri.ac.in
9.	Assistant Professor	Dr. Rameez Raja		7006898985	rameeznaqash@nitsri.ac.in

10.	Assistant Professor	Dr. Idrees Qasim		6005731633	idreesf3@nitsri.ac.in
11.	Assistant Professor	Dr. Owais Ahmad		7006981752	siawoahmad@nitsri.ac.in
12.	Assistant Professor	Dr. Atendra Kumar		9805671165	atendra@nitsri.ac.in
13.	Assistant Professor	Dr. Bilal Ahmad Wani		8825076250	bilalwani@nitsri.ac.in
14.	Assistant Professor	Dr. Saleem Yousuf		7006151904	saleemyousuf@nitsri.ac.in
15.	Assistant Professor	Dr. Siva Rama Krishna C		7708193108	sivaramakrishnan@nitsri.ac.in
16.	Assistant Professor	Dr. Mushtaq Ahmad Bhat		9906856689	mushtaqab@nitsri.ac.in
17.	Technical Assistant	Ms. Shazia Shafi		6006612639	shaziahs_ta@nitsri.ac.in

**Department of  
Mechanical  
Engineering**

Department of Mechanical Engineering					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Prof. Adnan Qayoom	2803   2817	9419016328 7006587715	hodmech@nitsri.ac.in
2.	Department Office	Ms. Iqra	2802	9682692177	khaniqra@nitsri.ac.in
3.	Professor (HAG)	Prof. Mohd Farooq Wani		8803824243	mfwani@nitsri.ac.in
4.	Professor (HAG)	Prof. Gh Ashraf Harmain	2804	9419018804	gharmain@nitsri.ac.in
5.	Professor	Prof. Nazir A. Sheikh	2818	9797985602	nazir@nitsri.ac.in
6.	Professor	Prof. Adnan Qayoom	2817	9419016328 7006587715	adnan@nitsri.ac.in
7.	Professor	Prof. M. Marouf Wani	2809	9906674366	maroufwani@nitsri.ac.in
8.	Professor	Prof. Babar Ahmed	2801	9149413497	babar@nitsri.ac.in
9.	Associate Professor	Dr. Mohammad Hanief	2805	7006161837 9906763424	hanief@nitsri.ac.in
10.	Associate Professor	Dr. M Shafi Charoo	2813	9797793483	shaficharoo123@nitsri.ac.in
11.	Associate Professor	Dr. Saad Parvez	2810	9797757234	saadparvez@nitsri.ac.in
12.	Associate Professor	Dr. Sheikh Shahid Saleem	2806	9622481576	shahid@nitsri.ac.in
13.	Associate Professor	Dr. Mohammad Mursaleen	2815	9697985483	mursaleen@nitsri.ac.in
14.	Assistant Professor	Dr. Mukund Dutt Sharma		9882241895	mukund.sharma@nitsri.ac.in
15.	Assistant Professor	Dr. Noor Zaman Khan		9891674435 8920418554	noorzaman@nitsri.ac.in
16.	Assistant Professor	Dr. M Mohsin Khan		6265750295	mohsinkhan@nitsri.ac.in
17.	Assistant Professor	Dr. Harveer S Pali		8076729852	hspali@nitsri.ac.in
18.	Assistant Professor	Dr. Abhijit Dey		8899778875	abhijitdey@nitsri.ac.in
19.	Assistant Professor	Dr. Manoj Kumar		8899778876	manojkumar@nitsri.ac.in



20.	Assistant Professor	Dr. Sandeep Rathee		8076036082	sandeep.rathee@nitsri.ac.in
21.	Assistant Professor	Dr. Azhar Jameel		8715028970	jameelazher@nitsri.ac.in
22.	Assistant Professor	Dr. Deepak Kumar Naik		9776964252	deepak.kumar@nitsri.ac.in
23.	Assistant Professor	Dr. Dinesh Kumar R		9865138376	rdinesh@nitsri.ac.in
24.	Assistant Professor	Mr. Ved Prakash Sharma		7292003792	vedprakash@nitsri.ac.in

**Department of  
Metallurgical &  
Material  
Engineering**

<b>Department of Metallurgical &amp; Material Engineering</b>					
<b>S No:</b>	<b>Office/Designation</b>	<b>Name</b>	<b>Ext/Phone(s)</b>	<b>Mobile</b>	<b>Email</b>
1.	Head of Department	Prof. Atikur Rehman	2901	8082169335	hodmmed@nitsri.ac.in
2.	Department Office	Mr. Parvez Ahmad	2902	9797994052	
3.	Professor	Prof. Atikur Rehman	2901	8082169335	atikurrhmn@nitsri.ac.in
4.	Associate Professor	Dr. Yashwant Mehta	2904	9419056500	ymehta@nitsri.ac.in
5.	Assistant Professor	Dr. Irfan Samad Wani		8179340114	irfansamad@nitsri.ac.in
6.	Assistant Professor	Dr. Srinibash Mishra		6203587029	srinibash@nitsri.ac.in
7.	Assistant Professor	Dr. Anshul Gupta		7523830157	anshul.gupta@nitsri.ac.in
8.	Assistant Professor	Dr. Prvan Kumar Katiyar		7652029017	prvan.kumar@nitsri.ac.in
9.	Assistant Professor	Dr. Niktika Kundan		6006191446	nitika.kundan@nitsri.ac.in
10.	Assistant Professor	Dr. Aravi Muzaffar		9596538854	aravi@nitsri.ac.in

**Department of  
Physics**

<b>Department of Physics</b>					
<b>S No:</b>	<b>Office/Designation</b>	<b>Name</b>	<b>Ext/Phone(s)</b>	<b>Mobile</b>	<b>Email</b>
1.	Head of Department	Prof. Mohammad Ikram	2403	8717000375	hodphysics@nitsri.ac.in
2.	Department Office	Mr. Tasaduq Hussain Mir		9149619529	tasaduqm_ta@nitsri.ac.in
3.	Professor	Prof. Mohammad Ikram	2403	8717000375	ikram@nitsri.ac.in
4.	Professor	Dr. Seemin Rubab	2408	9419015637	rubab@nitsri.ac.in
5.	Professor	Prof. Prince Ahmad Ganai	2406	9596379055	princeganai@nitsri.ac.in
6.	Professor	Prof. Mohammad Ashraf Shah	2405	9419018195	shah@nitsri.ac.in
7.	Assistant Professor	Dr. Vijay Kumar		6005495506	vijaykumar@nitsri.ac.in
8.	Assistant Professor	Dr. Mohammad Zubair Ansari		8882629888	mohdzubair@nitsri.ac.in
9.	Assistant Professor	Dr. Harkirat Singh		9797048025	harkirat@nitsri.ac.in
10.	Technical Assistant	Mr. Tasaduq Hussain Mir		9149619529	tasaduqm_ta@nitsri.ac.in



**Department of  
T&P**

Department of Training & Placement					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Head of Department	Dr. Sheikh Shahid Saleem	2130   2424809	9622481576	shahid@nitsri.ac.in
2.	Associate T&P Officer	Dr. Tahir Ahmad Wani	3303	9070548823	tahirwani@nitsri.ac.in
3.	T&P Office	Mr Nazir Ahmad	2131	7006111140	placements@nitsri.ac.in

**Central  
Research  
Facility  
Centre**

Centres					
Central Research Facility Centre					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Chairman	Prof. Mohd. Farooq Wani	2109	8803824243	mfwani@nitsri.ac.in
2.	Member	Prof. Abdul Qayoom Dar	2141	9419001914	aqayoom@nitsri.ac.in
3.	Member	Prof. Najeeb Ud-Din	2706	9906666033	najeeb@nitsri.ac.in
4.	Member	Prof. Shakeel Ahmad Shah	2502	9622795570	shakeel@nitsri.ac.in
5.	Member	Prof. Atikur Rehman	2901	8082169335	atikurrhmn@nitsri.ac.in
6.	Member	Prof. Mohammad Ashraf Shah	2405	9419018195	shah@nitsri.ac.in
7.	Member	Dr. Sheikh Shahid Saleem	2107	9622481576	shahid@nitsri.ac.in
8.	Member	Dr. Mushtaq Ahmad Rather	3106	8803970037	marather@nitsri.ac.in
9.	Member	Dr. Mohammad Abid Bazaz	2615	6005103740	abid@nitsri.ac.in
10.	Member	Dr. Vijay Kumar		6005495506	vijaykumar@nitsri.ac.in
11.	Scientific/Technical Officer	Mr. Mohd Nadeem Bhat		7051520078	nadeembhat@nitsri.ac.in

**Computer  
Service  
Centre**

Computer Service Centre					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Chairperson	Dr. Farida Khursheed	2712	9906540293	fklone@nitsri.ac.in
2.	Scientific/Technical Officer	Mr. Ghulam Mustafa Zargar		9419027207	mustafa@nitsri.ac.in
3.	Technical Assistant	Mr. Kaleem Ullah Dar		9906481650	kaleem@nitsri.ac.in
4.	Web Developer	Mr. Shabir Mustafa		8899028328	mshabir@nitsri.ac.in

**IIED  
Centre**

Innovation Incubation Entrepreneurship Development Centre					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Coordinator/Convener	Prof. Najeeb ud Din	2706	9906666033	najeeb@nitsri.ac.in

**Interdisciplinary Division for Renewable Energy & Advanced Materials Centre**

**iDREAM**

S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Coordinator/Convener	Prof. Kowsar Majid	2503	9469804701	kowsar@nitsri.ac.in

**SAS  
Centre**

**Student Activity & Sports Centre**

S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Coordinator - SAS	Dr. Srinibash Mishra		6203587029	srinibash@nitsri.ac.in
2.	SAS Officer	Ms. Kowsar Ali Mir	3307	7889348991	kowsaralimir@nitsri.ac.in
3.	SAS Assistant	Mr. Sohail Ahmad		7006022322	sohail@nitsri.ac.in

**WRMC**

**Water Resources Management Centre**

S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Chairman WRMC	Prof. Shagoofa Rasool Shah	2212	9797795597	shagoofa2002@yahoo.com

**Central  
Workshop**

**Other Offices**

**Central Workshop**

S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	I/C Workshop	Dr. Mohd Hanief	3201	7006161837 9906763424	hanief@nitsri.ac.in
2.	CW Store Keeper	Mr. Lateef Ahmad Ganaie	3203	9149922458	
3.	Technical Assistant	Mr. Ranjeet Prajapati		9462408654	

**Shops**

4.	Carpentry & Patterning	Mr. Noor Mohammad Ahanger		9906826034	
5.	Foundry Shop	Mr. Ranjeet Prajapati		9462408654	
6.	Machine Shop	Mr. Firdous Ahmad Wani		7051827164	
7.	Welding Shop	Mr. Zahoor Ahmad		9149928824	

**Transport Section**

8.	Driver	Mr. Mohd Ayub Zogi		9419859539	
9.	Driver	Mr. Riyaz Ahmad		9149525894	
10.	Driver	Mr. Showkat Ahmad Shah		9541271985	
11.	Driver	Mr. Sheeraz Ahmad		7780839052	
12.	Driver	Mr. Peerzada M Afzal		9906939169	

13.	Driver	Mr. Feroz Ahmad		9797917036	
14	Driver	Mr. M Yaseen Sheikh		9018424789	

**Planning & Development Wing**

Planning & Development Wing					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Dean P&D	Dr. Yashwant Mehta	2904	9419056500	ymehta@nitsri.ac.in
2.	Associate Dean P&D	Dr. Fayaz Ahmad Sofi	2236	9797205130	sofifayaz@nitsri.ac.in
3.	Executive Engineer (Civil)	Dr. Syed Mohsin Shabir	2138	9797130405	xen_pd@nitsri.ac.in
4.	Junior Engineer [Civil (Contractual)]	Er. Manzoor Shafi Bhat	2138	9419418809	manzoor.bhatt08@gmail.com
Electrical Maintenance & Repair Division					
1.	Executive Engineer	Er. Parvez Ahmad Dar	3322	9419006957	er.parvezdar@nitsri.ac.in
2.	Power Station	Mr. Rayees	3323	7006818931	
3.	Power Station	Mr. Irshad	3323	7006814087	
4.	Junior Engineer (Elect.)	Er. Junaid ul Islam	3313	7006259287	junaid@nitsri.ac.in
5.	Junior Engineer	Er. Mohsin Farooq	3313	7780923441	
6.	Telephone Operator	Mr. Khursheed Ahmad		9906079524	
7.	Store Keeper	Mr. Ghulam Nabi		9906079528	
Estates Section					
1.	Estates Officer	Dr. Dasari Karthik		9966415606	dasari.karthik@nitsri.ac.in
2.	Water Pump	Mr. Riyaz Ahmad	3319	9906776471	

**EM&R Division**

**Estates**

**Guest House**

Guest House					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Guest House	Dr. Vijay Kumar	L: 2427426 F: 2420475	6005495506	guesthouse@nitsri.ac.in
2.	Cook	Mr. Kanshi Ram	3550	9906413847	
3.	Cook	Mr. M Shamsudin Khan		8899889513	
4.	Assistant Cook	Mr. Deepak Kumar		9469548907	
Hostel & Mess Offices					
S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	DSW & CSM	Prof. Abdul Liman	2304	9419536775	aliman@nitsri.ac.in
2.	Associate Dean, Students Welfare	Dr. Tanveer Rasool Dar	3104	9419013120 7006899026	tanveer@nitsri.ac.in

**Hostels**

<b>Hostels</b>					
1.	Warden Girls Hostel	Dr. Jaya Shrivastava	3315	7006937535	jayashrivastava@nitsri.ac.in
2.	Warden Chenab Hostel	Dr. Pramod Kumar Yadav		9411407432	pramod.kumar@nitsri.ac.in
3.	Warden Chenab Hostel	Dr. Majid Hussain		9998547248	majid.h@nitsri.ac.in
4.	Warden Indus Hostel	Dr. Shakeel A Waseem		9758461370	shakeelahmad@nitsri.ac.in
5.	Warden Indus Hostel	Dr. Valliboina Venkateswarlu		8500018400	venki@nitsri.ac.in
6.	Warden Jhelum Hostel	Dr. Janibul Bashir	3738	8825099229	janibbashir@nitsri.ac.in
7.	Warden Jhelum Hostel	Dr. M Mohsin Khan		6265750295	mohsinkhan@nitsri.ac.in
8.	Warden PG & Jhelum Extension Hostel	Dr. Ujwal Suresh R Warbhe	2306	8087794291	ujwalwarbhe@nitsri.ac.in
9.	Warden Tawi & C-Block Hostel	Dr. Ravi Kumar		9419211688	ravikumar@nitsri.ac.in
10.	Warden Tawi & C-Block Hostel	Dr. Saleem Yousuf		7006151904	saleemyousuf@nitsri.ac.in
11.	Warden Manasbal, Mansar (Pre-fab) Hostel	Dr. Shashikant Kumar		8986948677	shashikantkumar@nitsri.ac.in
12.	Warden Manasbal, Mansar (Pre-fab) Hostel	Dr. Vivek		8439253267	vivek@nitsri.ac.in
13.	Hostel Office	Mr. Tabeeb Bashir	3311		managerhostel1@gmail.com
<b>Mess</b>					
1.	Staff Advisor Mess	Dr. Janani L		9446915902	janani@nitsri.ac.in
2.	Warden Girls Mess	Dr. Jaya Shrivastava	3315	7006937535	jayashrivastava@nitsri.ac.in
3.	Warden Chenab Mess	Dr. Pramod Kumar Yadav		9411407432	pramod.kumar@nitsri.ac.in
4.	Warden Chenab Mess	Dr. Majid Hussain		9998547248	majid.h@nitsri.ac.in
5.	Warden Indus Mess	Dr. Shakeel A Waseem		9758461370	shakeelahmad@nitsri.ac.in
6.	Warden Indus Mess	Dr. Valliboina Venkateswarlu		8500018400	venki@nitsri.ac.in
7.	Warden Jhelum Mess	Dr. Janibul Bashir	3738	8825099229	janibbashir@nitsri.ac.in
8.	Warden Jhelum Mess	Dr. M Mohsin Khan		6265750295	mohsinkhan@nitsri.ac.in
9.	Warden PG & Jhelum Extension Mess	Dr. Ujwal Suresh R Warbhe	2306	8087794291	ujwalwarbhe@nitsri.ac.in
10.	Warden Tawi & C-Block Hostel	Dr. Ravi Kumar		9419211688	ravikumar@nitsri.ac.in
11.	Warden Tawi & C-Block Hostel	Dr. Saleem Yousuf		7006151904	saleemyousuf@nitsri.ac.in

**Mess**

12.	Warden Manasbal, Mansar (Pre-fab) Mess	Dr. Shashikant Kumar		8986948677	shashikantkumar@nitsri.ac.in
13.	Warden Manasbal, Mansar (Pre-fab) Mess	Dr. Vivek		8439253267	vivek@nitsri.ac.in
14.	Mess Manager	Mr. Fayaz Ahmad Bhat	3308	9596075847	
15.	Caretaker (Mess)	Mr. Shazan Raja	3316	7889868648	

**J&K Bank**

<b>J&amp;K Bank (Campus Branch Office)</b>					
<b>S No:</b>	<b>Office/Designation</b>	<b>Name</b>	<b>Ext/Phone(s)</b>	<b>Mobile</b>	<b>Email</b>
1.	J&K Bank Branch	Branch Manager	2125/ 2425770	9906676164	recsgr@jkbmail.com

**Medical  
Unit +**

<b>Medical Unit</b>					
<b>S No:</b>	<b>Office/Designation</b>	<b>Name</b>	<b>Ext/Phone(s)</b>	<b>Mobile</b>	<b>Email</b>
1.	Medical Officer	Dr. Gowhar Nabi Tantray	3320	6005621154	doctor@nitsri.ac.in
2.	Dental Surgeon	Dr. Urnaib Riyaz		9596666611	
3.	Physiotherapist	Dr. Tasaduq Nazki		9906523113	
4.	Senior Technician	Mr. Syed Mumtaz Shah	3309	9906046953	
5.	Pharmacist	Mr. Mohd Abrar Khan		7889671076	abrar_khan@nitsri.ac.in
6.	Psy Counsellor	Mr. Fairoze Malla		9596195546	
7.	Staff Nurse	Mrs. Gincy Paul		9797910720	
8.	X Ray Technician	Mr. Irfan Rashid		7006428525	
9.	Lab Technician	Mr. Nisar Ahmad		6005626220	
10.	Pharmacist	Mr. Shah Khalid		9596596880	
11.	Pharmacist	Mr. Rouf Ahmad		6006076371	
12.	Ambulance Driver	Mr. Shabir Ahmad		9622827668	
13.	Ambulance Driver	Mr. Javed Ahmad		9622850362	
14.	Ambulance Driver	Mr. Farooq Ahmad		6006051310	
15.	Ambulance Driver	Mr. Feroaz Ahmad Bhat		6006415694	
<b>Security &amp; Sanitation</b>					
<b>S No:</b>	<b>Office/Designation</b>	<b>Name</b>	<b>Ext/Phone(s)</b>	<b>Mobile</b>	<b>Email</b>
1.	Faculty I/C Sanitation	Dr. Abdullah Ahmad		8439253267	abdullah.ahmad@nitsri.ac.in
2.	Assist. Security Officer	Mr. Mushtaq Ahmad Bhat	3401	9419531610 8494063034	mushtaq.bhat@nitsri.ac.in

**Security &  
Sanitation**



एक कदम स्वच्छता की ओर

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