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

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.	**Chief Public Information Officer (CPIO)** Prof. Syed Kaiser Bukhari, Registrar National Institute of Technology Srinagar Email : registrar@nitsri.net **Public Information Officer (PIO)** Mr. Mohamad Hazik, Assistant Registrar National Institute of Technology Srinagar Email: hazik@nitsri.net **Appellate Authority** Prof. Shameem Ahmad Lone Dean, Faculty Welfare National Institute of Technology Srinagar Email : salone@nitsri.net
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.	A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an *application fee of rupees ten* by demand draft or banker's cheque or IPO payable to the NIT Srinagar. 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: *Rupees two for each page (in A-4 or A-3 size paper) created or copied.* *Actual cost or price for samples or models; and* *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 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: *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.*

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

***Suo Motu* Disclosure under Right to Information Act**		
Section	**Particulars**	**Page No**
Section-4(1)(b)(i)	The Particulars of Organisation, functions and duties.	1
Section-4(1)(b)(ii)	The powers and duties of its officers and employees.	5
Section-4(1)(b)(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	5
Section-4(1)(b)(iv)	The norms set by it for the discharge of its functions.	5
Section-4(1)(b)(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	6
Section-4(1)(b)(vi)	Statement of the categories of documents that are held by it or under its control.	6
Section-4(1)(b)(vii)	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.	9
Section-4(1)(b)(viii)	Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	7
Section-4(1)(b)(ix)	Directory of its officers and employees.	36
Section-4(1)(b)(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	7
Section-4(1)(b)(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	8
Section-4(1)(b)(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	8
Section-4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it.	9
Section-4(1)(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	10
Section-4(1)(b)(xv)	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.	10
Section-4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.	8
Other Information under *Suo Motu* Disclosure		
S. No.	**Particulars**	**Page No**
1.	Information relating to procurement	13
2.	Public Private Partnerships	9
3.	Transfer Policy and Transfer Orders	6
4.	RTI Applications	13
5.	CAG & PAC Paras	9
6.	Citizens Charter	13
7.	Discretionary and Non-discretionary grants	8
8.	Foreign Tours of PM/Ministers and senior officers	8

This Handbook has been compiled by;
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Last updated on 13/09/2022

1. Particulars of NIT Srinagar, functions and duties;

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

  National Institute of Technology Srinagar
  Hazratbal, Srinagar, Jammu & Kashmir.
  India | Pin- 190 006

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

- **Director:** *Prof. (Dr.) Rakesh Sehgal*
- **Registrar:** *Prof. (Dr.) S Kaiser Bukhari*

Institute Working Hours

- *Teaching & Administration:* 9.00 AM to 5.30 PM (Monday to Friday)
- *Library:* 8:45 AM to 12 PM (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	11
3.	Master of Science	3
4.	Master of Business Administration	1
5.	Ph.D	12

- **Student enrolment statistics**

S.No.	Programme	Total Strength
1.	B. Tech	3007
2.	M. Tech	307
3.	M. Sc.	104
4.	MBA	16
5.	Ph.D	454

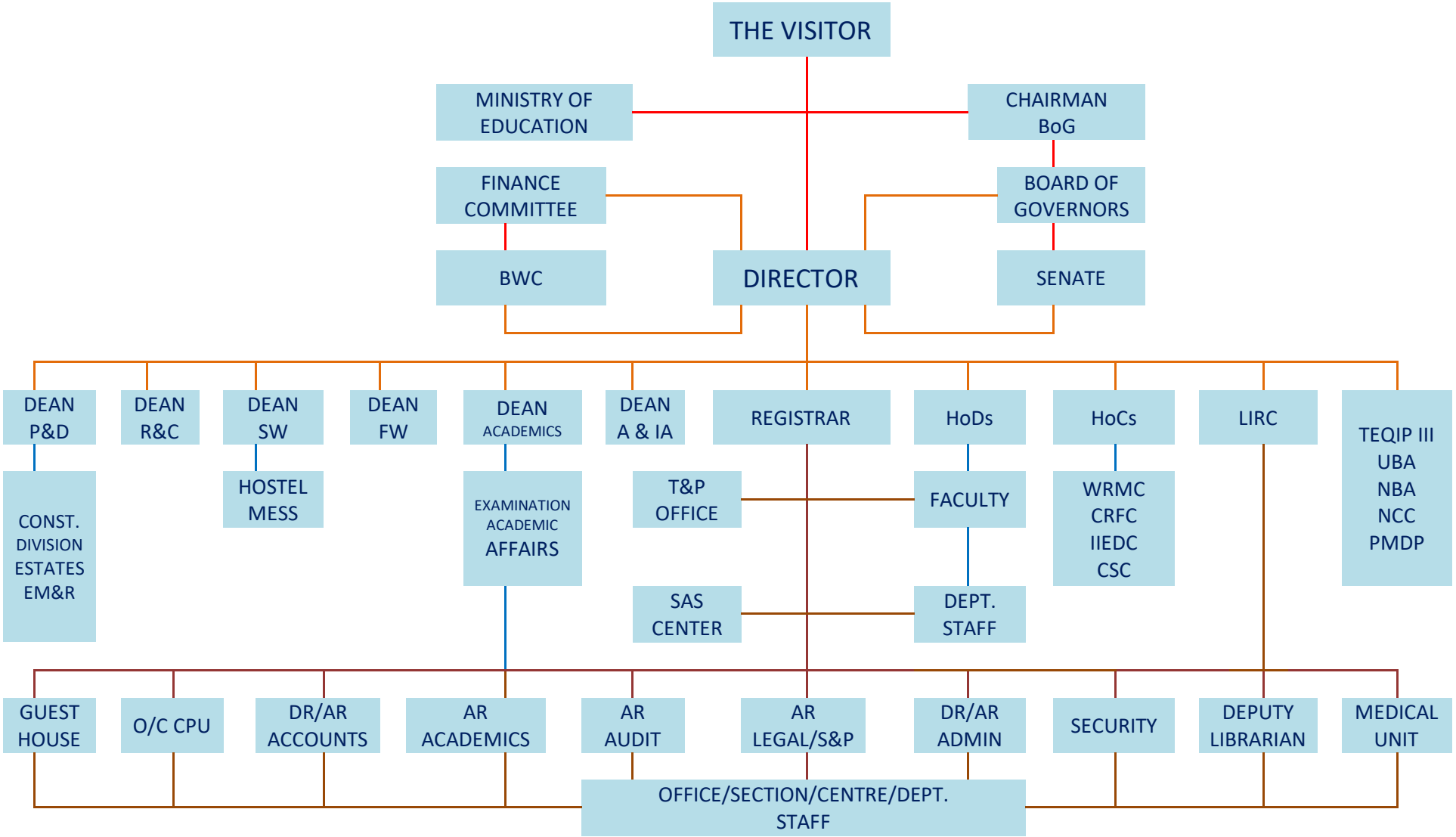
- **Staff Statistics**

S.No.	Category	Total Strength
1.	Teaching/Faculty (Permanent)	189
2.	Non-Teaching (Permanent)	187
3.	Non-Teaching (on contractual basis)	44
4.	Non-Teaching (Outsourced Staff)	196

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 Faculty 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.

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 150 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 in 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 by the BOG and are monitored by it.

- ***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. Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.
7. Rules for Research & Consultancy
8. Rules for Sponsored Projects
9. Rules for Student Internship Program
10. Intellectual Property Rights Policy
11. Ph.D Statutes
12. Courses of studies (UG/PG)
13. Rules for purchase and works; GFR 2017
14. Recruitment Rules (Teaching & Non-Teaching)
15. Resolutions of the Senate and Board of Governors.
16. Government of India Reservation Rules
17. CCS Conduct Rules
18. CCS Leave Rules
19. CCS CCA Rules
20. Government of India Fundamental Rules/ Supplementary Rules
21. Government of India Guidelines/Norms/Orders/Procedures issued from time to time.
22. Scheme for compassionate appointment — Point Based Merit System
23. 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 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.

S. No.	Subject/Type	Type of Document/ File/ Muster/ Register/ Voucher etc	Custodian of Record
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.

S. No.	Name of the Body
1.	NIT Council
2.	Board of Governors
3.	Senate
4.	Finance Committee
5.	Building & Works Committee
6.	Internal Complaints 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-authorised 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.

Chairman	**Nomination* (a)**	**Prof. Rakesh Sehgal Director, NIT Srinagar (J&K)**
Ex-Officio	(b)	Prof. Rakesh Sehgal 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)	Shri Mrutyunjay Behera, Economic Adviser (HE), Ministry of Education, Department of Higher Education, Government of India, New Delhi Smt. Saumya Gupta *(WEF October 2021*) Joint Secretary (NITs & DL) Ministry of Education, Department of Higher Education, Government of India, New Delhi
		Smt. Darshana Momaya Dabral, Joint Secretary & FA, 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)	Ms. Sushma Chauhan, IAS *(WEF 25/03/2021*) Secretary to Government, Higher Education Department, Civil Secretariat, Srinagar. Mr. Rohit Kansal (IAS) (*WEF 08/03/2022)* Principal Secretary to Govt. Higher Education Department, Civil Secretariat, Srinagar / Jammu
		Mr. Zia Ashai, *(WEF 23/06/2020*) CEO, B.Q.E. Software, Kashmir
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)	Dr. Manzoor Ahmad Ahanger, *(WEF 09/06/2020*) Professor & Head, Department of Civil Engineering, National Institute of Technology Srinagar.
		Dr. Gausia Qazi, *(WEF 09/06/2020*) Associate Professor, Department of Electronics & Communication Engineering National Institute of Technology Srinagar.
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, *(WEF 12/11/2018*) Director, IIT Jammu.
Member-Secretary	Section 18 Clause (2)	1. Prof. S. K. Bukhari, 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.

Chairman	**1**	**Prof. Rakesh Sehgal** **Director,** **National Institute of Technology Srinagar,** **Hazratbal, Kashmir-190006**
Members: Nominated by MHRD and IFD New Delhi	1	Director OR Deputy Secretary (NITs), MHRD, Department of Secondary & Higher Education, Government of India, New Delhi – 110 001.
	2	Director OR Deputy Secretary (Finance), Integrated Finance Division (IFD) MHRD, Government of India, New Delhi – 110 001
One person nominated by the Board of Governors	1	Mr. Fayaz A Khan, *(WEF 30/06/2021)* Chief Town Planner Kashmir
Dean, Planning & Development	1	Prof. Bashir Ahmad Mir, Dean, Planning & Development, National Institute of Technology Srinagar.
Nominee of the CPWD / State PWD	1	Er. Ajeet Kumar, Superintendent Engineer (Civil), CPWD, Srinagar
	2	Superintendent Engineer (Electrical), *Special Invitee* Chandigarh Central Electrical Circle-II, CPWD Chandigarh
	3	Er. Rahul Gupta, *Special Invitee* Executive Engineer (Civil), CPWD, Srinagar
	4	Er. Farooq Ahmad Dar, Executive Engineer, Electric Division 4th, J&K Government, PDD Srinagar
Secretary	1	Prof. S. K. Bukhari, 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

Chairman	**1**	**Prof. Rakesh Sehgal** **Director,** **National Institute of Technology Srinagar,** **Hazratbal, Kashmir-190006**
Members: Two persons nominated by the Central Government	1	Smt. Saumya Gupta Joint Secretary (NITs & DL) Ministry of Education, Department of Higher Education, Government of India, Shastri Bhawan, New Delhi.
	2	Smt. Darshana Momaya Dabral, Joint Secretary & FA, Ministry of Education, Department of Higher Education, Government of India, Shastri Bhawan, New Delhi.
Two persons nominated by the BOG from amongst its members	1	Dr. Manoj Singh Gaur, *(WEF 30/06/2020)* Director, Indian Institute of Technology Jammu, Jammu.
	2	Prof. Manzoor Ahmad Ahangar, *(WEF 28/07/2020)* Professor & Head, Civil Engineering Department, National Institute of Technology Srinagar.
Director (Ex-officio)	1	Prof. Rakesh Sehgal Director, National Institute of Technology Srinagar (J&K).
Secretary	1	Prof. S. K. Bukhari, 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

Chairman	**1**	**Prof. Rakesh Sehgal** **Director,** **National Institute of Technology** **Srinagar, Hazratbal, Kashmir-190006**
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. N. N. Sharma, *(WEF 12/10/2020)* Pro President, Manipal Univeristy, Jaipur
	2	Prof. Nahida Tabasum, *(WEF 12/10/2020)* Head, Department of Pharmaceutical Sciences, Dean, School of Applied Sciences and Technology, University of Kashmir
	3	Prof. Pirzada M. Amin, *(WEF 12/10/2020)* Department of Sociology, University of Kashmir.
One person to be nominated from the industry	1	Shri Baldev Singh, *(WEF 12/10/2020)* Chairman, PHD Chamber of Commerce & Industries, Kashmir Chapter
Institute alumnus	1	Er. Mufti Musharib Gul *(Special Invitee)* 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, Head, Department of ECE
	2	Prof. Mohammad Farooq Wani, Department of Mechanical Engineering
	3	Prof. A. R. Dar, Department of Civil Engineering
	4	Prof. G. M. Rather, ECE Department
	5	Prof. M. A. Lone, Department of Civil Engineering Head WRMC

	6	Prof. M. D. Mufti, Department of Electrical Engineering
	7	Prof. Aijaz Ahmed Zargar, Department of Electrical Engineering
	8	Prof. G. A. Harmain, Mechanical Engineering Department / Dean Research & Consultancy
	9	Prof. Mohammad Noor Salam Khan, Chemical Engineering Department
	10	Prof. Shagufta Rasool, Civil Engineering Department
	11	Prof. Najeeb ud-din, Dean Academic Affairs Electronics & Comm. Engineering Department
	12	Prof. J. A. Bhat, Civil Engineering Department
	13	Prof. Sheikh Nazir Ahmad, Head, Mechanical Engineering Department
	14	Prof. M. M. Wani, Mechanical Engineering Department
	15	Prof. Shamim Ahmad Lone, Dean Faculty Welfare Electrical Engineering Department
	16	Prof. Abdul Qayoom Dar, Civil Engineering Department
	17	Prof. Roohie Naaz, Head, Computer Science & Engineering Department
	18	Prof. Manzoor Ahmad Ahangar, Head, Civil Engineering Department
	19	Prof. Adnan Qayoom, Department of Mechanical Engineering
	20	Prof. Babar Ahmad, Mechanical Engineering Department
	21	Prof. Manzoor Ahmad Tantray, Civil Engineering Department
	22	Prof. M. S. Mir, Dean Alumni & International Affairs Civil Engineering Department
	23	Prof. Bashir Ahmad. Mir, Civil Engineering Department Dean Planning & Development
	24	Prof. Abdul Hamid Bhat, Electrical Engineering Department
	25	Prof. Kowsar Majid, Head, Department of Chemistry

	26	Prof. Tabasum Ara, Department of Chemistry
	27	Prof. Abdul Liman, Dean Students Welfare / Head, Humanities & Social Sciences
	28	Prof. Niyaz Ahmad, Head, Department of Mathematics
	29	Prof. Mohmmad Ikram, Department of Physics
Such other members of the staff as may be laid down in the Statutes	1	Er. F. A. Mir, I/ C CPU
	2	Dr. Aijaz Masoodi, Associate Dean P&D (Civil)
	3	Dr. Gausia Qazi, Associate Dean Academic Affairs
	4	Dr. Sheikh Javed Iqbal, Associate Dean R&C
	5	Dr. Prince Ahmad Ganai, Head, Physics Department
	6	Dr. Sheikh Shahid Salim, Associate Dean Students Welfare
	7	Dr. Saad Parvez, Coordinator Innovation, Incubation Entrepreneurship Development Centre
	8	Dr. Mohammad Abid Bazaz, Head, Electrical Engineering
	9	Dr. G. R. Beigh, Associate Dean Examination
	10	Dr. Mushtaq Ahmad Rather, Head, Chemical Engineering Department
	11	Dr. Obbu Chandra Shekar, I/C T&P Department
	12	Dr. Shaima Qureshi, Chairperson, CSC
	13	Dr. Malik Parveez, Coordinator 1st & 2nd Semester
	14	Er. Syed Irshad Ahmad Qadri, I/C Superintendent Workshop
Secretary	1	Prof. S. K. Bukhari, 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 7th Central Pay Commission (CPC) in terms of the Ministry of Education Order No.F.No.15-4/2017-TC dated 27th October 2017.

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)**
Name: Prof. Syed Kaiser Bukhari, **Designation:** Registrar, NIT Srinagar **Email:** registrar@nitsri.net **Phone:** 0194-2421347	**Name:** Prof. Shameem Ahmad Lone **Designation:** Dean, Faculty Welfare **Email:** salone@nitsri.net **Phone:** 9419501253
Public Information Officer (PIO)	
Name: Mr. Mohamad Hazik, **Designation:** Assistant Registrar **Email:** hazik@nitsri.net **Phone:** 9906655934	

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	0

1.12. Programmes to advance understanding of RTI.

i.	Educational programmes	NIT Srinagar Plans to conduct FDPs/Webinars on understanding RTI
ii.	Efforts to encourage public authority to participate in these programmes	-
iii.	Training of CPIO/APIO	-
iv.	Update & publish guidelines on RTI by the Public Authorities concerned	*Please click on this link for RTI Guidelines*

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 2020-21 of NIT Srinagar is as under:

(Rupees; in crore)

NIT	**OH-31**	**OH-36**	**OH-35**	**Total (Grand)**
NIT Srinagar	43.32	20.73	55.24	119.29

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 2021-2022)

Senior Officer	Places Visited	Expenditure on Travel
Director	Chandigarh & Delhi	Rs. 33170
Registrar	Delhi	Rs.11290
Professor	Chandigarh, Hyderabad & Tashkent	Rs. 85343

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

-

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. Mohamad Hazik, (AR, S&P | Legal)
Email: hazik@nitsri.net
Phone: 9906655934

Ms. Asmat Ali (Deputy Librarian)
Email: deputylibrarian@nitsri.net
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 are made available on the website **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.

Material available Free of Cost: The information Handbook is available free of cost in both electronic format, as well as printed format.

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: 13/09/2022

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 PM (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
Name: Ms. Asmat Ali **Designation:** Deputy Librarian **Email:** deputylibrarian@nitsri.net **Phone:** 9797847219	**Name:** Dr. Fayaz A Bhat **Designation:** Medical Officer **Email:** drfayazahmadbhat@gmail.com **Phone:** 9419001544

4.5. Schemes/Projects/Programmes

S. No	NAME OF THE PROJECT	DATE OF START	SPONSORING AGENCY	STATUS
1	Inspire faculty award	Sept. 18	DST	In progress
2	Effect of Synchrotron radiation of the photoemmision Spectroscopy	27-03-2015	UGC-DAE	In progress
3	Information Security Education Awareness	08-07-2015	ISEA (Phase-II-PMU	In progress
4	Swachhta Action Plan	17-01-2017	IIT Madras	In progress
5	Unnat Bharat Abhiyan	23-01-2017	IIT Delhi	In progress
6	GRIDS Activities	30-04-2015	National Innovation Foundation, DST	Completed
7	Special Manpower Development Scheme (C2S)	2017	Ministry of Communication & Information Technology, New Delhi	In progress
8	Growth and Characterizaton of Nanomaterial	25-09-2014	DST, New Delhi	Completed
9	Visvesvaraya Ph. D Scheme	21-01-2016	Ministry of Communication & Information Technology, New Delhi	In progress
10	Post-Doctoral Fellowship of Dr. Tawseef Ahmad	11-09-2017	SERB	Completed
11	Development of Tribological Charactrization of Self-Lubricating Nano-Silicon Niterate	31-10-2017	DST	In progress
12	Sheikhul Alam Chair	09-11-2012	Ministry of Water Resource (CWC), New Delhi	In progress
13	Ramananujan Fellowship	03-05-2019	SERB	In progress
14	Design of an OpticalTransmiter using Opticized DFB Lazer amd EDFA	25-05-2019	SERB	In progress
15	Model Order Reduction of So,I;atopm Acceleration in Power Electronics	02-06-2019	Central Power Research Institute	In progress
16	Development & Augmentation of the Industry Standard ASM	23-12-2019	SERB	In progress
17	NBHM Post Docatoral Fellowship	01-08-2019	Deptt. Atpmic Energy, Mumbai	In progress
18	Women Scientist Scheme (WOSA)	01-02-2020	DST	In progress
19	Teachers Associateship of Research Exvcellence (TARE)	12-12-2021	SERB	In progress
20	Veriable Frequency Transformer for Intergratinof Solar Photo	18-12-2019	QUARBZ	In progress
21	Design & Development of Switched reluctance Motor Drive for Plug in Hybrid electric vehicle	26-03-2021	RERB	In progress
22	MSME Design Expertice	24-02-2021	Ministry of MSME, New Delhi	In progress
23	Exploring natural triterpenoids	06-08-2021	Council for Scientific & Industrial Research (HRDG)	In progress
24	Accelerate Vigyan	14-12-2020	RSERB	In progress
25	Information Security Education Awareness	08-07-2015	ISEA (Phase-II-PMU	In progress

S. NO	PARTICULARS OF NEW WORKS/PROJECTS UNDERTAKEN BY THE P&D WING FY 2021-2022	AMOUNT (RS)
1	Up-gradation of Computer/ Data Centre.	32,48,966.00
2	Raising of floor height of EM&R section & construction of store.	46,81,838.00
3	Construction of Laboratory for Geo-tech & transportation Engineering of Civil Engineering Department.	8,55,000.00
4	Construction of 2nd floor of Water Resource Management Centre & also laying floor tiles.	23,78,502.00
5	Construction of Tuck shop.	5,57,000.00
6	Construction of Foundation for filtration plant.	4,50,000.00
7	Construction of Tin shed near premises of Chemical Engineering Department.	1,73,000.00
8	Construction of 2nd floor extension of Computer Service Centre.	35,24,298.00
9	Construction of Cabin in Chemistry Department.	1,28,000.00
S. NO	**PARTICULARS OF RENOVATION WORKS/PROJECTS UNDERTAKEN BY THE P&D WING FY 2021-2022**	**AMOUNT (RS)**
1	Renovation of workshop by way of P/F soffit eaves boarding including iron grills for corridors & lawn.	20,58,980.00
2	P/F of plywood almirah's & shelves in Academic /Examination section & Academic store.	26,25,480.00
3	Renovation of soffit & eaves boarding in Indus /Chenab mess hostel & mess shed.	29,60,900.00
4	Conversion of various rooms into physiotherapy centre. (civil part)	7,27,080.00
5	Conversion of various rooms into physiotherapy centre. (Elect part)	4,70,840.00
6	Renovation of Chenab hostel.	19,14,218.00
7	Face-lifting of Girls hostel.	26,22,000.00
8	Renovation of HOD's office of the Civil Engineering Department.	5,03,000.00
9	Renovation of Steam lab of Chemical Engineering Department.	6,45,000.00
10	Repairing & Renovation of control system lab, DPS lab, Basic Electrical Engineering lab, Electrical Machine lab & power system lab etc. of Electric Department incl. office secretary.	37,24,000.00
11	Renovation by replacing of existing G.I roofing by way of poly-coated corrugated sheets of Common Hall.	11,63,911.00
12	Renovation of doors, frames, Shutters & other allied works in different hostels.	2,49,956.00
13	Renovation of room in PG block near computer centre.	1,28,000.00
14	Renovation of Account section & Pre-check section by way of P/F roofing & floor tiles.	24,15,600.00
15	Renovation of various hostels by way of Providing & fitting of Almunium Door's, shutters, glass panels & other allied works.	2,49,726.00
16	Up-gradation of soil erosion turbine lab in Mechanical Engineering Department.	7,71,000.00
19	Renovation of Electrification of Machine Lab of Electrical Engineering Department.	5,21,405.00
20	Replacement of Defunct control panel of 750 KVA DG Set & MCCB's in 3 MVA power station.	3,21,389.00
21	Replacement of defunct lights with LED lights in Jhelum, Indus, Chenab, Mansar & Manasbal hostel corridors.	2,80,811.00
22	Providing of computer points in counselling hall, RP/production Lab of Mechanical Engineering Department & one of the Lab in Physics Department.	4,17,126.00
23	Renovation of Electrification of Accounts section, Compilation section & Academic section.	7,77,682.00

- ***Details of Contracts entered into.***

S. No	Particulars of Contract	Contract Awarded to	Amount of Contract	Period
1.	Contract Agreement for Providing Manpower Services	G.A Digital Web World Private Limited	Service Charge of Rs.498/person/Month	2 Years *(WEF 01/07/20)*
2.	Rate Contract for Supply of Stationery Items	M/S Asian Associates	Supply of 17 Stationery items at various rates	1 Year *(WEF 26/04/22)*
3.	Rate Contract for Supply of Stationery Items	M/S Gasha Associates	Supply of 17 Stationery items at various rates	1 Year *(WEF 26/04/22)*
4.	Rate Contract for Supply of Stationery Items	M/S Banday Trading Company	Supply of 36 Stationery items at various rates	1 Year *(WEF 26/04/22)*
5.	Rate Contract for Supply of Employee ID cards	M/S Acuity Designs	@ Rs.129.80/ ID card upto total of Rs.2.50 Lakhs	2 Years *(WEF 24/06/20*

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.

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. Mohamad Hazik
  Designation: Assistant Registrar, NIT Srinagar
  Email: hazik@nitsri.net **Phone No.:** 9906655934

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

Current CPIO	Earlier CPIOs
Name: Prof. S Kaiser Bukhari *(since 2019)* **Designation:** Registrar, NIT Srinagar **Email:** registrar@nitsri.net **Phone:** 0194-2421347	**Name:** Dr. Nisar Ahmad Mir *(2017-2019)* **Designation:** Ex Registrar, NIT Srinagar **Email:** registrar@nitsri.net **Phone:** 0194-2421347 **Name:** Er. Fayaz Ahmad Mir *(2015-2017)* **Designation:** Ex Registrar, NIT Srinagar **Email:** registrar@nitsri.net **Phone:** 0194-2421347

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

Current FAA	Earlier CPIOs
Name: Prof. Shameem A Lone *(Since 2020)* **Designation:** Dean, Faculty Welfare **Email:** salone@nitsri.net **Phone:** 9419501253	**Name:** Prof. M.F Wani *(2018-2020*) **Designation:** Professor (HAG) **Email:** mfwani@nitsri.net **Phone:** 8803824243 **Name:** Prof. A.H Mir *(2016-2018*) **Designation:** Professor (HAG) **Email:** ahmir@nitsri.net **Phone:** 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, tile 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	• To carry out Teaching and Practical assignment as per departmental needs for UG and PG programs and conduct course work for Ph.D. students. • To carry out Research in the technical areas of individual expertise. • To guide post graduate and Ph.D. students. • To carry out academic outreach activities. • To contribute in a Technical Project on-going in the departments. • Supervise B.Tech / M.Tech / M.Sc / Ph.D. projects of students studying in the department. • Any other duties as per the need of institute and as informed by head of department / Director. • To holder administrative responsibilities along with normal teaching assignment.
2.	Group A	Registrar	Administration	• The Registrar is responsible to the Director for the proper discharge of his functions. • 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. • He deals with legal matters pertaining to administration. • 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 & 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. • Any other duties assigned by Director NIT Srinagar.
3.	Group A	Deputy Registrar/Joint Registrar	Academic	• 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) • 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. • Any other duties assigned by Registrar / Director NIT Srinagar.
4.	Group A	Deputy Registrar/Joint Registrar	Accounts	• 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. • Liaising with banks having Institute accounts. • Coordinating with CAG, maintaining financial record and to carry out any other duties assigned by the Director. • The Dy. Registrar is also carry out the activities such as Supervising, monitoring and providing guidance to the sub-ordinates working in Accounts Section. • Any other duties assigned by Registrar/Director.
5.	Group A	Deputy Registrar/Joint Registrar	Stores	• Procurement of material such as, stationary, liveries, equipment, etc. as per the sanction / approval from the appropriate authority. • Maintain updated record of all the purchases and their settlement and to Supervise, monitor and guide the sub-

				ordinates working under him, in performance of their duties. • Holding charges of the stores furniture, fixtures and fittings of the dept. excepting that in the laboratories & giving all assistance checking & audit staff. • Upkeep of the dept. including class-rooms, staff rooms, drawing halls, sanitary blocks, entrance lobbies, balconies, terraces etc. • Holding charge of all stock books. • Ledgers leave registers, files, stationery etc. • Receipt & issue of materials including, making entries in the various registers. • Handling departmental correspondence including that the bills, their passing. • Indenting stationery & other materials, handling correspondence reg., quotation etc. • Any other duties assigned by Registrar/Director.
6.	Group A	Deputy Registrar/Joint Registrar	Administration	• To assist the Registrar in carrying out the duties as Administrator of the institute. • To ensure smooth conduct of meetings of committees like BoG, FC, Senate, BWC etc. • Work towards ensuring professional, efficient and speedy services provided by the Registrar office. • Interpret and implement rules and regulations of the institute that are directly related with the functions of the office of the Registrar. • Liaising with Ministry -Reply to queries and submit information pertaining to the institute. • Any other duties assigned by Registrar / Director.
7.	Group A	Assistant Registrar	Exam	• Overall coordination to conduct the examinations, planning, preparation, induction, arrangement of exam superintendence etc. • Appointment of paper setter, practical examiner, moderator, evaluator, tabulator to maintain each & every data with paper noting. • To prepare and provide the examiner code program wise. • To procure the question paper program wise of annual & semester examination to receive award list from Departments. • Any other duties assigned by Registrar / Director / Deputy Registrar (Exam).
8.	Group A	Assistant Registrar	Hostel	• To receive the hostel admission charges. • To handle the cash received from all the hostels & remittance to bank daily. • Preparation of refund vouchers of all the hostellers as well as the payment of refund to the students. • 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 & Electricity charges. • Adjustment of dues mess, water & electricity against the hostel deposit of students residing in all hostels. • Preparation of advance voucher against the names of hostel wardens and to maintain their record. • To maintain record of rent, electricity & other dues payable to college account by the hostellers. • Finalization of advance given to the wardens at the end of every session. • To maintain the ledger showing all monetary transactions of hostels. • Correspondence with the different depts./ sections of college. • Maintaining the record of all hostels pertaining to all matters such as mess- bill copies, defaulter lists, electricity and water charges, student's deposits, recreation, crockery etc. • Maintenance of D. F. R. as well as cash Book in Central Office.

				• Any other duties assigned by Registrar/Director.
9.	Group A	Assistant Registrar	Accounts	• To receive tuition and other fees and all other receipts of the college. • To arrange payment of salary and other bills. • To maintain the connected records • To Pre audit bills of works and suppliers and maintain ledger accounts. • To draw annual final accounts i.e. trial balance, income & expenditure accounts, balance sheet. • To attain all duties given by Dy. Register (Accounts) and other competent authorities.
10.	Group A	Assistant Registrar	Audit	• Inspect, examine and audit every bill received by the Accounts Section. Examine the cases having financial implications, received from Administration / Establishment Section. • Maintain liaison with CAG. Assist the authorities in interpretation of Service Rules especially where public money is involved. • To Pre audit all bills before they are passed for payment. • To deal with all important matters in which interpretation of rules is necessary and tender, agreements, bills etc. for all building work. • Any other duties assigned by Registrar / Director/Deputy Registrar (Accounts).
11.	Group A	Assistant Registrar	Administration	• 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. • 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. • To attain all other official establishment related matter as per guidance of Dean (Faculty Welfare) / Register and other competent authorities.
12.	Group A	Librarian	Library and Information Centre	• Responsible for maintaining proper record in the library. • Catalogue of books & bound volumes of periodicals • Indexing of catalogue cards. • Upkeep of Catalogue cabinets. • To prepare list of additions. • To prepare book cards, date labels & all processing work. • Preparation of bibliographies, abstracting & documentation of project reports. • To attain all duties given by other competent authorities.
13.	Group A	Deputy Librarian	Library and Information Centre	
14.	Group A	Assistant Librarian	Library and Information Centre	• Responsible for all the renewal work of journals received annually and non- receipt of issues. • To look after the newspaper and general supervision of the reading room. • Supervision & maintenance of the reference Section • Compilation of bound volumes and its building. • Rebinding work of books. • To look after the microfilms & photo copies of the Libraries and to make them available for the researchers. • To attain all the official Library work. • Any other duties assigned by Registrar / Director/Librarian.
15.	Group A	Principle SAS Officer	Physical Education (Sports)	• Coordination with the Student Sports Secretary : • Keeping stock of previous and current years' sports goods. • Ordering sports goods in consultation with the Director. • Arranging the venues for sports events in consultation with

				the Director. • Drawing lots for various sports. • Coordination with the Director: • Obtaining permission to hold sports events in the institute campus. • To recommend students for permission to participate in the intra-or inter college events. • To recommend attendance to students who have taken part in sports events. • Sort out any issues taking place during matches (team selections, objections, quarrels etc.). • Maintaining discipline in all events happening in and outside the college. • Holding sports events for staff members. • Maintaining records of sports events attended by students outside the institute, within the institute. • Any other duties assigned by Section Head/ Director/Registrar. • 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. • For the proper administration and the academic management in accordance with the policies determined by the Board. • For the proper enforcement of regulations; and • For the welfare and discipline of the staff and students. • Providing academic and administrative leadership. • Promotion of industry-institution collaboration and industry-oriented Research and Development. • Monitoring and evaluation of academic activities in the Institute. • Public relations and interaction with the community. • Promoting and coordinating education related activities. • Any other duties assigned by Section Head/ Director/Registrar.
16.	Group A	Senior SAS Officer	Physical Education (Sports)	
17.	Group A	SAS Officer	Physical Education (Sports)	
18.	Group A	Lecturer	Physical Education (Sports)	
19.	Group A	Principle Technical Officer	Network/ Computer Centre	• The scientific officer is responsible for devising research proposals. • 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. • 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 • Integral secondary job duties include hiring personnel, training them for the specific research projects and supervising their research. • Additionally, they develop acceptable work policies and procedures that meet government or industry regulatory standards. • Any other duties assigned by Section Head/ Director/Registrar.
20.	Group A	Senior Technical Officer	Network/ Computer Centre	
21.	Group A	Technical Officer	Network/ Computer Centre	• To see the general upkeep of the laboratories of the Dept. With the help of other laboratory staff. • To maintain the audio visual equipment such as Film-Projector etc. after it is issued to and received from other departments. • To see that the equipment in all the laboratories in working in order. • To get repaired the instruments from the instrument re paired or from outside agency & to make correspondence in this respect. • To arrange for assistance from other dept. For the project work of the students. • To do any other special work assigned by the teaching staff. • Any other duties assigned by Section Head/

				Director/Registrar.
22.	Group A	Superintendent Engineer	Estate Maintenance	• Holding charge of drawing office & instruments & stationery, tracings, drawing & blue prints & their upkeep. • Preparation of Estimates & Draft tender papers. • Preparation of bills of the contractors. • Supervise construction work & College campus maintenance work. • Preparation of muster rolls & progress reports. • To prepare comparative statements for the contractors. • Other technical Office work & Building maintenance etc. • Any other duties assigned by Director/Registrar.
23.	Group A	Senior Executive Engineer	Estate Maintenance	
24.	Group A	Executive Engineer	Estate Maintenance	
25.	Group A	Senior Medical Officer	Health Centre	• 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. • Senior Medical Officer get work done from staff medical staff & inform them the up-to-date on changing health regulations. • 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. • Senior Medical Officer apart from extending heath care to students & staff will also attend meetings to speak with Chairman, Director and department heads about the facility's performance. • Any other duties assigned by Director/Registrar.
26.	Group A	Medical Officer	Health Centre	• Medical officer apart from extending heath care services to students & staff, he has to get medical records organized. • 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. • His duties include bookkeeping tasks, such as billing patients, preparing financial and tax reports and processing invoices. • Any other duties assigned by Director/Registrar/Senior Medical Officer.

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	• 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. • To attend the water supply work of the college campus. • To test & certify the new equipment reaching the Dept. • To undertake repairs of damage equipment. • To help the students/ staff in fabrication work of their projects & research. • To set up now experiments, prepare demonstration apparatus as directed by teachers. • Holding complete charge of the laboratories assigned to him including all equipment, materials instruments etc. in it. • Upkeep of the laboratories in his charge including all fixtures and fittings therein. • Assisting the Faculty member in conducting the experiment set ups & properly keeping all equipment & instruments. • Routine maintenance of all equipment & instrument in his charge. • Maintenance of all ledgers in his charge. • Collecting & Holding charge of student's journals, practical note books, test answer books, drawing sheets & keeping their accounts. • Any other work assigned by Faculty/HoD's.
2.	Group C	Senior Technician	Cadre-4 Lower Technical	
3.	Group C	Technician SG-II	Cadre-4 Lower Technical	
4.	Group C	Technician SG-I	Cadre-4 Lower Technical	
5.	Group B	Technical Assistant	Cadre-5 Higher Technical	• Receiving Journals, checking of jobs prepared by the students. • Recording the dimensions in registers. • Supervising the practical classes of the students. • Maintenance of machinery & equipment. • Arranging of practical classes of students. • Maintaining cleanliness & discipline of the shops. • Preparation for jobs & material for student's sessional work in advance. • Conducting practical classes during leave period. • Any other work as assigned by the workshop superintendent. • 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 & maintain records pertaining to above as directed by his superiors. • To keep material & Tools ready for practical classes & practical exams. • To prepare work order jobs pertaining to various dept. of the college as directed by superiors. • Repair, maintenance & erection of college equipment as and when required. • 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.
6.	Group B	Senior Technical Assistant	Cadre-5 Higher Technical	
7.	Group B	Technical Assistant SG-II	Cadre-5 Higher Technical	
8.	Group B	Technical Assistant SG-I	Cadre-5 Higher Technical	
9.	Group B	Junior Engineer	Cadre-5 Higher Technical	• Attending to all break downs on HV/LV overload & transformers, switch gear. • Execution of new overload & underground installations. • Routine checking of installations as above & workshop. • Keeping record of loads etc. • Attending to all emergency calls outside the normal duties hours. • To look after the duties of Jr. Electrician during leave period. • Any other work assigned by Section Head / Head.

10.	Group B	Assistant Engineer	Cadre-5 Higher Technical	• Attending to all breakdowns on internal installations on all blocks on the campus. • Execution of new internal installations. • Routine checking of all internal installations. • To look after the duties of Executive Engineer during leave period. • Any other work assigned by Section Head/Head.
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	• Manage events (Event Management) of students and institute related activities like sports, drama, music, films, painting, photography, journalism, seminars, conferences, convocation, student festivals etc. • Any other work assigned by Section Head/Head.
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	• Lend and collect books, periodicals, videotapes, and other materials at circulation desks. • Enter and update student/employee records on computers. • Process new materials including books, audio-visual materials and computer software. • Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas. • Locate library materials for students/employee, including books, periodicals, tape cassettes, Braille volumes, and pictures. • Instruct students on how to use reference sources, card catalogues, and automated information systems. • Inspect returned books for condition and due-date status, and compute any applicable fines. • Answer routine inquiries, and refer students in need of professional assistance to librarians. • Any other work assigned by Section Head / Register /Director
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	• Dispensing medicines to the patients. • Preparation of mixtures & ointments. • Preparation of bills & procurement of medicines. • Keeping records of medical bills & procurements. • Any other work assigned by Sr. Medical Officer & Medical Officer.
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.			Cadre -2 Lower Ministerial	• To deal with routine work and maintain subsidiary records. • To attend to typing work on computers, prepare Excel Sheets & Reports. • Handling leave (C.L. & Optional leave) Correspondence & entering in the leave registers, maintenance of the leave records. • Maintain computerised record. • Any other work assigned by Section Head/ Head.
26.			Cadre -2 Lower Ministerial	
27.			Cadre -2 Lower Ministerial	
28.			Cadre -2 Lower Ministerial	
29.			Cadre -3 Higher Ministerial	• Supervision over the working of the Section and to deal with important files. • To attend to important work involving greater responsibility and to conduct certain checks on the work done by Assistants in the section concerned. • Any other work assigned by Section-Head/ Registrar/ Director
30.			Cadre -3 Higher Ministerial	
31.			Cadre -3 Higher Ministerial	
32.			Cadre -3 Higher Ministerial	
33.	Group C	Stenographer	Cadre -2 Lower Ministerial	• To attend to dictation work of the officers and to attend to important/ confidential typing work. • To maintain computerized record. • Any other work assigned by Section Head/ Head.
34.	Group C	Senior Stenographer	Cadre -2 Lower Ministerial	
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	• Coordinating functions between the Department Heads

				• Arranging meetings and managing the Calendar of the Director • Drafting Letters and other documents • To Handle International and domestic travel • Phone and email correspondence for the Director • Attending and taking minutes for all the meetings • Assisting the Director in MS office • To provide general office support or assistance • Support on any additional responsibility given by the Director
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	• Any work allotted by section Head / HOD's / Departmental Staff / competent authority as per institute need.
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	• He is required to supervise control and guide the security staff in the performance of their duties. • To guard the property of the college estate. • He has to take cognizance of any untoward happening in the college campus leading to indiscipline & nuisance. • He is required to be vigilant throughout day & night. • Any other duties assigned by Director/Registrar.

Pay Structure of Staff at NIT Srinagar as per 7th CPC

S. No	Designation	Pay Level in Pay Matrix
1.	Director	Level 17
2.	Registrar	Level 14
3.	Professor	Level 14 / Level 14A
4.	Associate Professor	Level 13A1 / Level 13A2
5.	Assistant Professor	Level 10 / Level 12 / Level 13A1
6.	Deputy Registrar	Level 12
7.	Assistant Registrar	Level 10
8.	Librarian	Level 14
9.	Deputy Librarian	Level 12
10.	Assistant Librarian	Level 10
11.	Sr. Scientific Officer/ Technical Officer	Level 12
12.	Scientific Officer	Level 10
13.	Principal SAS Officer	Level 14
14.	Senior Students Activity & Sports (SAS) Officer	Level 12
15.	Students Activity & Sports (SAS) Officer	Level 10
16.	Superintending Engineer	Level 13
17.	Executive Engineer	Level 11
18.	Senior Medical Officer	Level 11
19.	Medical Officer	Level 10
20.	Junior Assistant	Level 3
21.	Senior Assistant	Level 4
22.	Assistant (Selection Grade-II)	Level 5
23.	Assistant (Selection Grade-I)	Level 6
24.	Stenographer	Level 4
25.	Senior Stenographer	Level 5
26.	Stenographer SG-II	Level 6
27.	Stenographer SG-I	Level 7
28.	Technician, Laboratory Assistant, Work Assistant	Level 3
29.	Senior Technician, Senior Laboratory Assistant, Senior Work Assistant	Level 4
30.	Technician (Selection Grade-II), Laboratory Assistant (Selection-Grade-II), Work Assistant (Selection Grade-II)	Level 5
31.	Technician (Selection Grade-I), Laboratory Assistant (Selection Grade-I), Work Assistant (Selection Grade-I)	Level 6
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 6
40.	Senior Technical Assistant	Level 7
41.	Technical Assistant (Selection Grade-II)	Level 8
42.	Technical Assistant (Selection Grade-I)	Level 9
43.	Junior Engineer/ SAS Assistant/ & Information Assistant	Level 6
44.	Assistant Engineer/ Senior SAS Assistant /Sr. Library & Information Assistant	Level 7
45.	Assistant Engineer/ SAS Assistant (Selection Grade-II)/ Library & information Assistant (Selection Grade-II)	Level 8
46.	Assistant Engineer/ SAS Assistant (Selection Grade-I)/ Library & information Assistant (Selection Grade-I)	Level 9
47.	Pharmacist	Level 5
48.	Pharmacist (Selection Grade-II)	Level 7
49.	Pharmacist (Selection Grade-I)	Level 8
50.	Multi-Tasking Staff (Attendant/ Driver/ Mali etc)	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.

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Office of the Director					
S No:	**Office/Designation**	**Name**	**Ext/Phone(s)**	**Mobile**	**Email**
1.	Director	Prof. (Dr) Rakesh Sehgal	2101 L: 2422032 Fax: 2420475 Resi: 3501 L: 2427426		director@nitsri.net
2.	P.A To Director	Mr. Imtiyaz Hussain	2103	9086666749	imtiyaz234@gmail.com
3.	Consultant to Director	Mr. Piyare L Sapru	2102	9419143102	saproo234@yahoo.in
4.	Committee Room		2104		

Administrative Offices

Office of the Registrar					
1.	Registrar	Prof. S Kaiser Bukhari	2105/ 2421347		registrar@nitsri.net
2.	P.S to Registrar	Mr. Hakim Mohammad Amin	2105/ 2421347	9419018862	hakimohammadamin@gmail.com
3.	Stenographer to RO	Mr. Farhan Bashir	2105	7889568587	farhanbhat@nitsri.net
4.	Stenographer to RO	Mr. Mohammad Asif Malik	2105	7006920212	mohammadaasifmalik94@nitsri.net
5.	D.R (Accounts)	Mrs. Nazia Nazir	2106	9419977678	nazia.qadri@nitsri.net
6.	D.R (Administration)	Mr. Faisal Irshad Ganie	2120	9906693991	faisal.ganai@nitsri.net
7.	A.R (Audit)	Mr. Mubashir Ahmad Wani	2144	9858498580	mubashir.wani@nitsri.net
8.	A.R (S&P | Legal)	Mr. Mohamad Hazik	2132	9906655934	hazik@nitsri.net
9.	A.R (Accounts)	Mr. Shahid Hamid Najar	2133	9858701701	shahid.hamid@nitsri.net
10.	A.R (Academics)	Mr. Sheikh Fayaz Ahmad	2113	9419058172	assistantregistraracademic@nitsri.net
11.	A.R (Administration)	Mr. Mohammad Iqbal Dar	2114	9596032446	miqbaldar@nitsri.net
12.	A.R (Registrar Office)	Mr. Hakim Mohammad Amin	2105	9419018862	hakimohammadamin@gmail.com
13.	Central Purchase Unit	Dr. Sheikh Shahid Saleem	2107	9622481576	shahid@nitsri.net

Administrative Sections

Administrative Sections					
S No:	**Office/Designation**	**Name**	**Ext/Phone(s)**	**Mobile**	**Email**
1.	PS to Dean AA	Mr. Rouf Ahmed Dhobi	2111	7006859803	
2.	Academic Section	Mrs. Nighat Shaheen	2119	9682179677	
3.	Finance & Accounts	Mr. Habibullah Rather	2122 | 2123	9622415359	accounts@nitsri.net
4.	Board Section		2108		
5.	eGovernance Section	Mr. Farhan Kaul	2109	9622424025	egovernance@nitsri.net
6.	Examination section	Mrs. Gulshan Ara	2115	9906666560	coe@nitsri.net
7.	Legal Cell	Mr. Mohamad Hazik	2132	9906655934	hazik@nitsri.net
8.	Personal Section	Mr. Mohammad Ashraf (NF)	2112	9966460344	

	(Non-Faculty Matters) (Faculty Matters)	Mr Abdul Rashid Teli (NF) Mr. M Muzaffar Wani (F)		7889934523 7051588148	
9.	Stationary Section	Mr. D.L Verma	2140	9596948242	
10.	Ph.D. Section	Mr. Abdul Rahim	2142	8803043961	arsheikh.2014@rediffmail.com
11.	Dealing Assistant (Scholarship)	Mr. Mudassir Qadir	2142	7006089593	mudasir_qadir@nitsri.ac.in

Deans & Associate Deans

Offices of Deans & Associate Deans					
S No:	**Office/Designation**	**Name**	**Ext/Phone(s)**	**Mobile**	**Email**
1.	Dean Faculty Welfare	Prof. Shamim A Lone	2606	9419501253	salone@nitsri.ac.in
2.	Dean Research & Consultancy	Prof. M Farooq Wani		8803824243	mfwani@nitsri.ac.in
3.	Dean Planning & Development	Prof. Javid Ahmad Bhat	2207	9419520381	bhat_javed@nitsri.net
4.	Dean Students Welfare	Prof. Abdul Liman	2304	9419536775	aliman@nitsri.net
5.	Dean Academic Affairs	Prof. Najeeb Ud-Din	2706	9906666033	najeeb@nitsri.net
6.	Dean Alumni & International Affairs	Prof. Mohammad Shafi Mir	2232	9469425113	shafi@nitsri.net
7.	Associate Dean, Examination	Dr. Mohammad Mursaleen	2815	9697985483	mursaleen@nitsri.net
8.	Associate Dean, Mess	Dr. Atikur Rehman	2901	8082169335	atikurrhmn@nitsri.net
9.	Associate Dean, Hostel	Dr. Fasil Qayoom Mir		9149707313	mirfasil@nitsri.net
10.	Associate Dean, P&D	Er. Aijaz Ahmad Masoodi	2145	7006446020	aijaz@nitsri.net
11.	Associate Dean, Academic Affairs	Dr. M Shafi Charoo	2813	9797793483	shaficharoo123@nitsri.net
12.	Associate Dean R&C	Dr. Javid Ahmad Banday	2508	9906626635	javid@nitsri.net

C

Department of

Departments (Academic)					
Department of Chemical Engineering					
S No:	**Office/Designation**	**Name**	**Ext/Phone(s)**	**Mobile**	**Email**
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10.	Member	Dr. Vijay Kumar		6005495506	vijaykumar@nitsri.ac.in
11.	Scientific Technical Officer	Mr. Mohd Nadeem Bhat		7051520078	nadeembhat@nitsri.net

Computer Service Centre

S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Chairperson	Prof. Abdul Hamid Bhat	2614	9419077713	bhatdee@nitsri.net
2.	Scientific Technical Officer	Ghulam Mustafa Zargar		9419027207	mustafa@nitsri.ac.in
3.	Technical Assistant	Er. Kaleem Dar		9906481650	kaleem@nitsri.net
4.	Web Programmer	Er. Shabir Mustafa		8899028328	mshabir@nitsri.ac.in
5.	Computer Operator	Mr. Umar Majid		9906757363	umar@nitsri.net

IIED Centre

Innovation Incubation Entrepreneurship Development Centre

S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Coordinator/Convener	Dr. Saad Parvez	2810	9797757234	saadparvez@nitsri.net

iDREAM Centre

Interdisciplinary Division for Renewable Energy & Advanced Materials Centre

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

SAS Centre

Student Activity & Sports Centre

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1.	Coordinator - SAS	Dr. Srinibash Mishra		6203587029	srinibash@nitsri.ac.in
2.	SAS Officer	Ms. Kowsar Ali Mir	3307	7889348991	kowsaralimir@nitsri.net
3.	SAS Assistant	Mr. Sohail Ahmad		7006022322	sohail@nitsri.net

WRMC

Water Resources Management Centre

S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Chairman WRMC	Er. Danish Ahmed	2219	9906569193	danish@nitsri.net
2.	Member	Prof. M. Akbar Lone	2217	9419019381	professorlone@nitsri.net
3.	Coordinator- E&SSC	Er. Danish Ahmed	2219	9906569193	danish@nitsri.net

Other Offices

Central Workshop

S No:	Office/Designation	Name	Ext/Phone(s)	Mobile	Email
1.	Superintendent Workshop	Dr. Syed. I. A. Qadri	3201	9149492755	irshad@nitsri.net
2.	CW Office (Sr Tech)	Mr. Muneer Ahmad	3202	9682173109	
3.	CW Store Keeper	Mr. Lateef Ahmad Ganaie	3203	9149922458	
4.	Technical Assistant	Mr. Ranjeet Prajapati		9462408654	

Shops

Central Workshop	4.	Carpentry & Patterning	Mr.Showkat Ahmad Darzie		6006243366	
	5.	Foundry Shop	Mr. Ghulam Rasool Teli	3205	9086949468	
	6.	Fitting Shop	Mr. Mohd Ramzan Bhat		7006620132	
	7.	Machine Shop	Mr. Firdous Ahmad Wani	3208	7780863987	
	8.	Sheet Metal Shop	Mr. M Shaaban Rather		9149842029	
	9.	Smithy Shop	Mr. M Ismail Kumar		7006510790	
	10.	Welding Shop	Mr. Zahoor Ahmad		9906516258	
						Transport Section
	11.	Driver	Mr. Budh Bahadur	3206	7006271627	
	12.	Driver	Mr. Mohd Ayub Zoji		9419859539	
	13.	Driver	Mr. Riyaz Ahmad		9149525894	
	14.	Driver	Mr. Showkat Ahmad Shah		9541271985	
	15.	Driver	Mr. Sheeraz Ahmad		7780839052	
	16.	Driver	Mr. Imityaz Ahmad		7006177062	
	18.	Driver	Mr. Peerzada M Afzal		9906939169	
	19.	Driver	Mr. Feroz Ahmad		9797917036	
	20	Driver	Mr. M Yaseen Sheikh		9018424789	

						Planning & Development Wing
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Planning & Development Wing	1.	Dean P&D	Prof. Bashir Ahmed Mir	2141	9419002500	p7mir@nitsri.net
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	3.	Executive Engineer (Civil)	Er. Syed Mohsin Shabir	2138	9797130405	xen_pd@nitsri.net
	4.	Junior Engineer (Civil)	Er. Manzoor Shafi Bhat	2138	9419418809	manzoor.bhatt08@gmail.com
						Electrical Maintenance & Repair Division
	5.	Executive Engineer	Er. Parvez Ahmad Dar	3322	9419006957	er.parvezdar@nitsri.net
	6.	Power Station	Mr. Rayees	3323	7006818931	
EM&R	7.	Power Station	Mr. Irshad	3323	7006814087	
	8.	Junior Engineer (Elect.)	Er. Junaid ul Islam	3313	7006259287	
Division	9.	Junior Engineer	Er. Mohsin Farooq	3313	7780923441	
	10.	Telephone Operator	Mr. Khursheed Ahmad		9906079524	
	11.	Store Keeper	Mr. Ghulam Nabi		9906079528	
						Estates Section
Estates	1.	Estates Officer	Er. Syed Mohsin Shabir		9797130405	xen_pd@nitsri.net
	2.	Water Pump	Mr. Riyaz Ahmad	3319	9906776471	

						Guest House
	S No:	**Office/Designation**	**Name**	**Ext/Phone(s)**	**Mobile**	**Email**

Guest House

1.	Guest House	Dr. Mukund Dutt Sharma	L: 2427426 F: 2420475	9882241895	mukund.sharma@nitsri.ac.in
2.	Cook	Mr. Munshi Ram	3507	6005564813	
3.	Cook	Mr. Kanshi Ram	3550	9906413847	
4.	Cook	Mr. M Shamsudin Khan		8899889513	
5.	Assistant Cook	Mr. Deepak Kumar		9469548907	

Hostels

Hostel & Mess Offices					
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1.	DSW & CSM	Prof. Abdul Liman	2304	9419536775	aliman@nitsri.net
2.	Associate (Hostels)	Dr. Fasil Qayoom Mir		9149707313	mirfasil@nitsri.net
3.	Associate Dean (Mess)	Dr. Atikur Rehman	2901	8082169335	atikurrhmn@nitsri.net
Hostels					
4.	Warden Girls Hostel	Dr. Niktika Kundan		6006191446	nitika.kundan@nitsri.net
5.	Warden Girls Hostel	Dr. Jaya Shrivastava	3315	7006937535	jayashrivastava@nitsri.net
6.	Warden Chenab Hostel	Dr. Shabir Ahmad	3740	9419009971	shabir@nitsri.net
7.	Warden Indus Hostel	Dr. Pramod Kumar Yadav		9411407432	pramod.kumar@nitsri.net
8.	Warden Jhelum Hostel	Dr. Shakeel A Waseem		9758461370	shakeelahmad@nitsri.net
9.	Warden Pre-fab Hostel	Dr. M Mohsin Khan		6265750295	mohsinkhan@nitsri.ac.in
10.	Warden Tawi & PG Hostel	Dr. Harveer S Pali		8076729852	hspali@nitsri.net
11.	Warden Manasbal Hostel	Dr. Dasari Karthik		9966415606	dasari.karthik@nitsri.net
12.	Hostel Office	Mr. Fayaz Ahmad Lone	3311	7006200017	hostelmanager@nitsri.net
13.	Hostel Office	Mr. Parvez Ahmad Mir	3311	9797994052	hostelmanager@nitsri.net
Mess					
14.	Warden Mess Chenab	Dr. Ravi Kumar		9419211688	ravikumar@nitsri.net
15.	Warden Mess Indus	Dr. Mehraj Ahmad Lone		7780830973	mehrajlone@nitsri.net
16.	Warden Mess Jhelum	Dr. Mukund Dutt Sharma	3507 | 3550	9882241895	mukund.sharma@nitsri.ac.in
17.	Warden Mess Pre-fab	Dr. Shashikant Kumar		8986948677	shashikantkumar@nitsri.ac.in
18.	Warden Mess Tawi & PG	Dr. Tanveer Rasool	3104	9419013120	tanveer@nitsri.net
19.	Mess Manager	Mr. Fayaz Ahmad Bhat	3308	9596075847	
20.	Caretaker (Mess)	Mr. Shazan Raja	3316	7889868648	
21.	Central Stores (Mess)	Dr. Mukund Dutt Sharma	3507 | 3550	9882241895	mukund.sharma@nitsri.ac.in

Mess

J&K Bank

J&K Bank (Campus Branch Office)					
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Medical Unit +

Medical Unit					
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1.	Medical Officer	Dr. Fayaz Ahmad Bhat	3320	9419001544	drfayazahmadbhat@gmail.com
2.	Senior Technician	Mr. Syed Mumtaz Shah	3309	9906046953	
3.	Pharmacist	Mr. Mohd Abrar Khan		7889671076	
4.	Psy Counsellor	Mr. Fairoze Malla		9596195546	
5.	Staff Nurse	Mrs. Gincy Paul		9797910720	
6.	X Ray Technician	Mr. Irfan Rashid		7006428525	
7.	Lab Technician	Mr. Nisar Ahmad		6005626220	
8.	Pharmacist	Mr. Shah Khalid		9596596880	
9.	Pharmacist	Mr. Rouf Ahmad		6006076371	
10.	Lab Attendant	Mr. Waseem Rashid		9906562808	
11.	Ambulance Driver	Mr. Shabir Ahmad	9622827668	9541493480	
12.	Ambulance Driver	Mr. Javed Ahmad		9622850362	
13.	Ambulance Driver	Mr. Farooq Ahmad		6006051310	
14.	Ambulance Driver	Mr. Mohammad Aslam		7006345529	
15.	Ambulance Driver	Mr. M Yousuf Shah		9906856756	

Security

Security Office					
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1.	Assist. Security Officer	Mr. Mushtaq Ahmad Bhat	3401	9419531610 8494063034	
2.	Security Main Gate		3403		
3.	Watch & Ward Staff	Mr. M. Ismail Akhoon		6005243638	
4.	Watch & Ward Staff	Mr. Mohammad Amin Mir		7006143147	
5.	Watch & Ward Staff	Mr. Zahoor Ahmad Lone		9682610627	
6.	Sanitation Supervisor	Mr. Ghulam Rasool (Hostel)		7889640052	
7.	Sanitation Supervisor	Mr. Bashir Ahmad (Campus)		9419531611	

a

Administrative Offices

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6.	P.A To Director	Mr. Imtiyaz Hussain	2103	9086666749	imtiyaz234@gmail.com
7.	Consultant to Director	Mr. Piyare L Sapru	2102	9419143102	saproo234@yahoo.in
8.	Committee Room		2104		

Office of the Registrar					
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16.	D.R (Accounts)	Mrs. Nazia Nazir	2106	9419977678	nazia.qadri@nitsri.net
17.	D.R (Administration)	Mr. Faisal Irshad Ganie	2120	9906693991	faisal.ganai@nitsri.net
18.	A.R (Audit)	Mr. Mubashir Ahmad Wani	2144	9858498580	mubashir.wani@nitsri.net
19.	A.R (S&P | Legal)	Mr. Mohamad Hazik	2132	9906655934	hazik@nitsri.net
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22.	A.R (Administration)	Mr. Mohammad Iqbal Dar	2114	9596032446	miqbaldar@nitsri.net
23.	Central Purchase Unit	Er. Fayaz Ahmad Mir	2107	9906523922	fayazamir@yahoo.co.in

Administrative Sections

Administrative Sections					
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15.	Board Section		2108		
16.	eGovernance Section	Mr. Farhan Kaul	2109	9622424025	egovernance@nitsri.net
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18.	Legal Cell	Mr. Mohamad Hazik	2132	9906655934	hazik@nitsri.net
19.	Personal Section (Non-Faculty Matters) (Faculty Matters)	Mr. Mohammad Ashraf (NF) Mr Abdul Rashid Teli (NF) Mr. M Muzaffar Wani (F)	2112	9966460344 7889934523 7051588148	

20.	Stationary Section	Mr. D.L Verma	2140	9596948242	
21.	Ph.D. Section	Mr. Abdul Rahim	2142	8803043961	arsheikh.2014@rediffmail.com
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Deans & Associate Deans

Offices of Deans & Associate Deans					
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19.	Associate Dean, Examination	Dr. Gh Rasool Beigh		9906577743	grbegh@nitsri.net
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21.	Associate Dean, Hostel	Dr. Fasil Qayoom Mir		9149707313	mirfasil@nitsri.net
22.	Associate Dean, P&D	Er. Aijaz Ahmad Masoodi	2145	7006446020	aijaz@nitsri.net
23.	Associate Dean, Academic Affairs	Dr. Hakim Tanveer Jalal	2303	9419032480	tjalal@nitsri.net
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C

Department of Chemical Engineering

Departments (Academic)					
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47.	Professor	Prof. Shagufta Rasool	2212	9797795597	shagoofta2002@yahoo.com
48.	Professor	Prof. Manzoor Ahmad Tantray	2225	9419428095	manzoor3000@yahoo.com
49.	Professor	Prof. S Kaiser Bukhari	2213	8716836789	kaiserbukhari@nitsri.net
50.	Associate Professor	Er. Fayaz Ahmed Mir	2205	9906523922	fayazamir@yahoo.co.in
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52.	Associate Professor	Er. Danish Ahmad	2219	9906569193	profdanish27@gmail.com

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	55.	Associate Professor	Dr. M. Yousuf Shah	2231	9622584841	yousuf@yahoo.com
	56.	Associate Professor	Mrs. Rubina Rashid Mir	2204	9906443164	rubymir@rediffmail.com
	57.	Assistant Professor	Dr. Munir Ahmad Nayak		9993815818	munir.ahmad@nitsri.net
	58.	Assistant Professor	Dr. Shakeel A Waseem		9758461370	shakeelahmad@nitsri.net
	59.	Assistant Professor	Dr. Fayaz Ahmad Sofi	2236	9797205130	sofifayaz@nitsri.net
	60.	Assistant Professor	Dr. Abdullah Ahmad		8439253267	abdullah.ahmad@nitsri.net
	61.	Assistant Professor	Dr. Khalid Muzamil Gani		7006348023	khalid.m@nitsri.net
	62.	Assistant Professor	Dr. Jitendra Gurjar		898971618	jitendra.gurjar@nitsri.net
	63.	Assistant Professor	Dr. Majid Hussain		9998547248	majid.h@nitsri.net
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	66.	Assistant Professor	Dr. Dasari Karthik		9966415606	dasari.karthik@nitsri.net
	67.	Assistant Professor	Dr. Ritesh Shankarrao Ingale		9881888686	ritesh.ingale@nitsri.net
	68.	Trainee Teacher	Ms Falak Zahoor		9018945366	falak@nitsri.net

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	14.	Assistant Professor	Dr. Shaima Qureshi	3741	9419024540	shaima@nitsri.net
	15.	Assistant Professor	Dr. Ranjeet Kumar Rout		8895125180	ranjeetkumarrout@nitsri.net
	16.	Assistant Professor	Dr. Sparsh Sharma		7006232933	
	17.	Assistant Professor	Dr. Oswald C		9941313457	
	18.	Assistant Professor	Dr. Veningston K		9790278826	
	19.	Assistant Professor	Dr. Pramod Kumar Yadav		9411407432	pramod.kumar@nitsri.net

	Department of Electrical Engineering					
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	23.	Department Office		2602		
	24.	Professor	Prof. Aijaz Ahmad Zargar	2604/ 2102155	9419015843	aijaz54@nitsri.ac.in
	25.	Professor (HAG)	Prof. Mufti Miraj-Ud-Din	2605	9419523894	muftimd@yahoo.com
	26.	Professor	Prof. Shamim A Lone	2606	9419501253	salone@nitsri.ac.in

Department of Electrical Engineering	27.	Professor	Prof. Abdul Hamid Bhat	2614	9419077713	bhatdee@nitsri.net
	28.	Associate Professor	Dr. Sh Javed Iqbal	2607	9419984644	jvd@nitsri.net
	29.	Associate Professor	Dr. Mohammad Abid Bazaz	2615	6005103740	abid@nitsri.net
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	36.	Assistant Professor	Dr. Farhad Ilahi Bakhsh		9045300569	farhad@nitsri.ac.in
	37.	Assistant Professor	Dr. Tabish Nazir Mir		9622530702	tabish@nitsri.net
	38.	Assistant Professor	Dr. Shoeb Hussain		9419023511	shoeb.hussain@nitsri.net
	39.	Assistant Professor	Dr. Hareesh Myneni		8333976309	
	40.	Assistant Professor	Dr. DV Siva Krishna Rao K		9000842042	

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Department of Mathematics

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	6.	Fitting Shop	Mr. Mohd Ramzan Bhat		7006620132	

	7.	Machine Shop	Mr. Firdous Ahmad Wani	3208	7780863987	
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	14.	Driver	Mr. Showkat Ahmad Shah		9541271985	
	15.	Driver	Mr. Sheeraz Ahmad		7780839052	
	16.	Driver	Mr. Imityaz Ahmad		7006177062	
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8.	Cook	Mr. Kanshi Ram	3550	9906413847	
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10.	Assistant Cook	Mr. Deepak Kumar		9469548907	

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21.	X Ray Technician	Mr. Irfan Rashid		7006428525	
22.	Lab Technician	Mr. Nisar Ahmad		6005626220	
23.	Pharmacist	Mr. Shah Khalid		9596596880	
24.	Pharmacist	Mr. Rouf Ahmad		6006076371	
25.	Lab Attendant	Mr. Waseem Rashid		9906562808	
26.	Ambulance Driver	Mr. Shabir Ahmad	9622827668	9541493480	
27.	Ambulance Driver	Mr. Javed Ahmad		9622850362	
28.	Ambulance Driver	Mr. Farooq Ahmad		6006051310	
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Security

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11.	Watch & Ward Staff	Mr. Mohammad Amin Mir		7006143147	
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14.	Sanitation Supervisor	Mr. Bashir Ahmad (Campus)		9419531611	

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