

**Indian Institute of Information Technology,
Design and Manufacturing, Kancheepuram**

Office Order

IIITDM/DO/2023/001

06.04.2023

Sub: Faculty Administration Responsibilities-reg.

S#	Responsibility	Name	Tenure Start Date	Tenure End Date	Essential duties	Dean In-Charge
1.	PIC- Academics	Dr. Gowthaman S	01.04.2021	31.03.2024	Coursework and Timetable	Dean-AA
2.	PIC- Examination	Dr. Sriji K	01.04.2021	31.03.2024	Exams and Grading	
3.	PIC- Research	Dr. Premkumar K	26.08.2022	31.03.2026	PhD Research	
4.	Disciplinary Committee (Academic)	<ul style="list-style-type: none">• Dean-Academics• PIC-Examination• HoDs (ECE, ME, CSE, SIDI)• JR/AR Academics			Disciplinary Issues related to academics/Exam malpractice	
5.	PIC- QIP and NPTEL	Dr. Venkata Timmaraju	01.04.2021	31.03.2024	QIP cell activities, NPTEL course registration & results	
6.	PIC- SSG	Dr. Karthick S	06.04.2023	31.03.2026	Identifying students, assigning/assessing activities/submission of grades	
7.	PIC- Social Media	Dr. Kumar Prasannajit Pradhan	06.04.2023	31.03.2026	To handle and manage the social media activities of the Institute. Regular dissemination of the events and achievements.	
8.	Placement	<ul style="list-style-type: none">• Dr. Priyanka Kokil (Chairperson)• Dr. Rahul Raman (CSE)• Dr. Rohini P (ECE)• Dr. Rino Nelson (ME)• Dr. Jayachandra Bingi (SIDI)• Shri Ravikumar G, Placement Officer i/c	06.04.2023	31.03.2026	Placement activities of UG/PG/PhD students.	
9.	PIC- Scholarships	Dr. Nachiketa Mishra (Central Govt. Schemes)	01.04.2021	31.03.2024	Submission of data in the State and Central Govt. portals after verifying with office of DoAA	Dean-SA
		Dr. Uttam Mrinal Pal (State Govt. Schemes)	06.04.2023	31.03.2026		
10.	PIC- Sports	Dr. Preeth R	06.04.2023	31.03.2026	All sports activities of the Institute and Hostel	
11.	Disciplinary Committee (Hostel)	<ul style="list-style-type: none">• Dean-SA• Chief Warden• All wardens			Disciplinary Issues related to Hostel and campus.	
12.	Anti-Ragging	<ul style="list-style-type: none">• Dean-SA (Chairperson)• All wardens• JR/AR Admin			Creating awareness and countermeasures for a ragging free campus.	
13.	PIC- Co-curricular activities	Dr. Parvathy Das	01.04.2021	31.03.2024	All co-curricular activities of students	
14.	PIC- EBSB and Cultural activities	Dr. Raghavan S	06.04.2023	31.03.2026	Activities related to Ek Bharath Shrestha Bharath and cultural activities of students	
15.	PIC- Alumni Affairs	<ul style="list-style-type: none">• Dr. Selvajyothi K (Chairperson)	06.04.2023	31.03.2026	Creating database for all existing alumni, managing data and other activities pertaining alumni.	
		<ul style="list-style-type: none">• Dr. Gowri A• Dr. Bhukya Krishna Priya• Dr. Vikash Kumar				
16.	Hostel and Guesthouse Management	Boys Hostel Wardens:			Overall management of hostels.	
		Dr. Nachiketa Mishra	01.04.2021	31.03.2024		

		Dr. AVS Siva Prasad	11.04.2022	31.03.2025		
		Dr. Ram Prasad Padhy	11.04.2022	31.03.2025		
		Girls Hostel Wardens:				
		Dr. Parvathy Das	08.07.2022	31.03.2026		
		Dr. Jaishree Mayank	06.04.2023	31.03.2026		
17.	PIC- Hindi cell	Dr. Anushree P Khandale	01.04.2021	31.03.2024	Activities of cell as per the instructions from the Ministry	Dean-FA and Planning
18.	PIC- Horticulture	Dr. Subramani M	01.04.2021	31.03.2024	Managing Institute lawns, gardens, tree plantations and greenery etc.	
19.	PIC- Civil Maintenance	Dr. Pandithevan P	06.04.2023	31.03.2026	Managing the maintenance of Civil works	
20.	PIC- Electrical Maintenance	Dr. Vijayakumar K	06.04.2023	31.03.2026	Managing the maintenance of Electrical works	
21.	Institute Infrastructure committee	<ul style="list-style-type: none">• Dean-Planning (Chairperson)• PIC- Civil Maintenance• PIC- Electrical Maintenance• PIC- Computer Centre• IAO• AR-Accounts• Officer in-charge of Estate			Managing the maintenance of Institute infrastructure	
22.	Website and Automation	<ul style="list-style-type: none">• Dr. Jagadeesh Kakarla (Chairperson)• Dr. Raghavan S,• Dr. Karthik C	06.04.2023	03.04.2026	<ul style="list-style-type: none">• To manage the complete automation of academic, admin and account modules.• Enhance the Institute website and update the contents regularly.	
23.	PIC- Medical Centre	Dr. Ashok Kumar Reddy	01.04.2021	31.03.2024	Manage and monitor Institute medical centre activities	
24.	SC/ST/Ex-servicemen Liaison Officer	Dr. Chitti Babu	20.01.2021	31.03.2025	Activities of cell as per the instructions from the Ministry and maintenance of Institute Recruitment roster	
25.	OBC and equal opportunity cell	Dr. Shahul Hamid Khan	20.01.2021	31.03.2025		
26.	PIC- IEEE student branch	Dr. Chitti Babu	01.04.2021	31.03.2024	Managing activities of respective centres/cell	Dean-SRICCE
27.	PIC- TLC & PIC- Smart Manufacturing	Dr. Senthilkumaran K	01.04.2021	31.03.2024		
28.	PIC- AI, IoT and Robotics	Prof. Sreekumar M	01.04.2021	31.03.2024		
29.	PIC- DIC	Dr. Naveen Kumar	01.04.2021	31.03.2024		
30.	PIC- MaDelt	Dr. Raghuraman M	01.04.2021	31.03.2024		
31.	PIC- Computer Centre & eMail services	Dr. Sanjeet Kumar Nayak	01.04.2021	31.03.2024		
32.	PIC-Library	Dr. Vivek Kumar	01.04.2021	31.03.2024	Managing the purchase of books/periodicals of the library	
33.	PIC- IPR Cell	Dr. Jayachandra Bingi	01.04.2021	31.03.2024	Creating awareness on IPR and filing/maintenance of patents	Dean-DII
34.	Institute Innovation Council	Dean-DII			Activities of cell as per the instructions from the Ministry	
35.	NIRF and ARIIA Committee	<ul style="list-style-type: none">• Dr. Sudhir V, (Chairperson)• Dr. Tapas Sil• Dr. Pandithevan P• Dr. Premkumar K• Dr. Jayachandra Bingi• Dr. Tejendra Dixit• Dr. Ashok Kumar Reddy• Shri Chandan Kumar Prusty• Shri Ravikumar G, Secretary	08.07.2022	31.03.2026	The Committee shall ensure collection of data pertaining to NIRF and ARIIA and timely submission of the same. The committee shall also liaise with ranking authorities for proper representation of the Institute name and other relevant data.	Dean-DII
36.	Institute newsletter	<ul style="list-style-type: none">• Dr. Pandiri Venkatesh• Dr. Kashfull Orra• Dr. Aakash Kumar Jain	06.04.2023	31.03.2026	Publishing newsletter of the Institute quarterly/monthly (Margdharshan)	
37.	PIC- Designers club	Dr. Karthik C	06.04.2023	03.04.2026	Guiding and supporting the students in club activities	
38.	PIC- SAE Club	Dr. Shubhankar Chakraborty	01.04.2021	31.03.2024		

39.	Part-time CVO of Institute	Dr. Tapas Sil	06.04.2023	05.04.2026	Liaison with the Ministry on the roles assigned
40.	Guidance and Counselling committee	<ul style="list-style-type: none"> • Dean-AA (Chairperson) • Dean-SA • PIC-Academics • PIC-Research • PIC-Examination 			Provide guidance and counselling to the student community
41.	Discipline and Welfare Committee (DWC)	<ul style="list-style-type: none"> • Dean- AA (Chairperson) • All Deans • Concerned HoD/(s) • JR/DR/AR Academics, Secretary 			Roles and duties as in the Institute ordinance
42.	Media cell	<ul style="list-style-type: none"> • Prof. M D Selvaraj • Dr. Monisha M • Shri Ravikumari G, P.R.O. 			Liaison with news-media for press releases on various Institute activities
43.	Institute Annual Report	<ul style="list-style-type: none"> • Dean-FA (Chairperson) • All Deans • All section Heads and HoDs • AR Admin - Convener 			To prepare Annual Report of the Institute by gathering data from all the sections/departments/clubs etc. for timely submission to the Ministry.

In addition to the essential responsibilities listed above, the PICs may fulfill other duties as and when assigned by the respective Deans.



[Handwritten Signature]
Director
06/04.23