




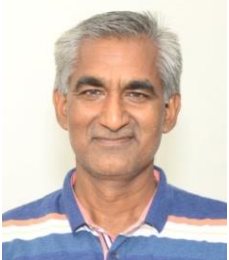











Distribution of duties of Academic Section Staff

	Name and Designation	Duty Assigned
	<p>Dr. Ajay Kumar Sharma Joint Registrar (Academics)</p> <p>01332-285098, 285200 dracademic@iitr.ac.in</p>	<p>Full charge of the Academic Section</p>
	<p>Mr. R.K. Sharma Assistant Registrar (Evaluation)</p> <p>01332-286569 arevaluation@iitr.ac.in</p>	<p>All works related to Ph.D. Curriculum. Conduct of Exams, Issuance of Transcripts, Certificates, etc.</p> <p>All works related to UG/PG/Ph.D Evaluations.</p> <p>Member of Purchase Committee for Academic Section.</p> <p>Additional works related to administration of Academic Section.</p> <p>Checker in National Academic Depository Programme (NAD)</p>
	<p>Mr. Dileep Kumar Toppo Assistant Registrar (Admission)</p> <p>01332-284825 aradmission@iitr.ac.in</p>	<p>All works related to Admission/Registration.</p> <p>ERP - SLCM Implementation.</p> <p>Other administrative works.</p>
	<p>Major Reeti (Retd.) Assistant Registrar (Curriculum)</p> <p>01332-284792 arcurriculum@iitr.ac.in</p>	<p>All works related to UG & PG Curriculum.</p> <p>Other administrative works.</p>

	Name and Designation	Duty Assigned
	<p>Mrs. Chitra Maini Superintendent</p> <p>01332-285255 chitra.aad@iitr.ac.in</p>	<p>PA to Dean of Academic Affairs and overall incharge of Dean Academic Affairs Office</p>
	<p>Mr. Ram Pal Jr. Superintendent</p> <p>01332-284292 rampal19.aad@iitr.ac.in</p>	<ul style="list-style-type: none"> • PhD Supervision, Assisting in UG & PG Curriculum related works • All correspondence of Academic Section • Prepare Academic Calendar, time table, examination schedule, seating plan for examinations, etc • Looking after new Lecture Hall Complex • Provide statistical information • Write off T&P items
	<p>Mr. Pankaj Kumar Jr. Superintendent</p> <p>01332-284289 pkumar.mas2017@iitr.ac.in</p>	<ul style="list-style-type: none"> • Assisting in UG Curriculum related works. • Additional work of PG Admission • Preparation of agenda, minutes & notifications of IAPC, IRC, Senate and other Academic Bodies. • Issue of degree, Grade sheets, Transfer Certificates, Transcript, etc. • Issue of NOC for UG students • Assisting in organizing different events
	<p>Mr. A.M. Kamrujjama Sr. Assistant</p> <p>01332-284866 amkamru.aad@iitr.ac.in</p>	<ul style="list-style-type: none"> • Evaluation of PG & Ph. D. results • Online subject / academic registration of PG & Ph. D. • Preparation of class & subject list • Convocation related works • Issue & upload notifications on website & channel -i • PG & Ph. D. Admission works.

	Name and Designation	Duty Assigned
	<p>Mr. Dinesh Chandra Vaish Sr. Assistant</p> <p>01332-284866 dineshcv.aad@iitr.ac.in</p>	<ul style="list-style-type: none"> • Evaluation of UG results. • Online subject / academic registration of UG section • Preparation of class & subject list • Convocation related works • UG branch change related works • All works related to Student Exchange Programme • UG Admission works
	<p>Mr. Mukesh Kumar Raghav Sr. Assistant</p> <p>01332-284292 imkr4u.aad@iitr.ac.in</p>	<ul style="list-style-type: none"> • All matters related to MHRD Assistantship and DAAD • Maintenance of personal files of PG section (M. Tech.) • Issue of NOC for PG students • Maintaining consumable stock register & T&P Register of academic section • Bill processing & payments • To deal with MHRD Fellowship of Integrated programmes
	<p>Mr. Ajay Yadav Jr. Assistant</p> <p>01332-285087 ajay007.aad@iitr.ac.in</p>	<ul style="list-style-type: none"> • Assisting Associates Deans-Curriculum and Evaluation

	Name and Designation	Duty Assigned
	<p>Mrs. Reshma Jr. Assistant</p> <p>01332-284505 reshmaiitr.aad@iitr.ac.in</p>	<ul style="list-style-type: none"> • All correspondence related to Ph. D. • Preparing & maintaining record of degree equivalence/ files/ records • Recognition of outside organizations for research work • Co-supervision of external candidates by IIT Roorkee faculty of Engg. & Science Deptt. • Maintaining & issue of Provisional / duplicate degrees of Ph. D. section
	<p>Ms. Sudesh Jr. Assistant</p> <p>01332-284292 bhanwal.aad@iitr.ac.in</p>	<p>Maintenance of personal files of M.Sc & MBA programmes</p>
	<p>Mr. Vinod Sr. Attendant</p>	<p>Works related to UG & PG sections</p>
	<p>Mr. Salim Sr. Attendant</p>	<p>Works related to UG & PG sections</p>