

Rules and Responsibility of Dept. Asst. and Contact list for different type of issues and work of students.

S.No.	Dept.	Name of dealing Asst.	Contact No.	Work profile / nature of function	Remarks
1.	DFT	Mr. Devender Kumar	92185-75174	1.Preparation Semester plan 2.Semester wise faculty workload 3. Preparation and circulation of time table to students and all concerned 4.Preparation of Guest Faculty data for LASC approval 5.Guest faculty/ Jury members payment for dept. subject, expert lecture, workshop etc. 6.Subject Faculty allocation and updation of weekly time table in CMS 7.CRD, CBPD, Internship and GP mentor allocation in CMS. 8. Preparation of Short Attendance letter. 9.Compilation of Internship and GP detail of IV, VI and VIII semester students for RIC 10. Preparation of Internship and GP letter to students 11. Preparation of Quarterly CRD and CBPD report 12. Preparation of Course completion certificate 13. Preparation of Shortage of attendance case 14. Any other issue related to dept. students. 15. Rejoining of students 16. Preparation of Jury/exam schedule. 17. Processing of No dues of pass-out batch 18. Communication with students for all types of data collection as desired by Competent Authority 19. Entering of Jury feedback in CMS	Students can contact to the respective Assistant according to their problems and nature of work as mentioned in the Work profile and nature of function
	AD	Mr. Sandeep Kumar	98167-32097		
	FD	Mr. Praveen Pal	82787-70739		
	TD	Ms. Tanu Sharma	86289-95290		
	FC	Mr. Pardeep Sharma	70186-07747		
	FMS	Mr. Sanjeev Dogra	98056-60606		
	FP	Ms. Reenu Butola	98050-50206		
2.	Academic Affairs	Mr. Devender Kumar	92185-75174	1.Preparation of SPT vacancy position 2.Preparation of list of all active students department wise 3. Preparation of Banafide letter for loan / scholarship / passport etc. 4.Preparation ID card 5.Student Insurance 6.Circulation fee structure to students	
3.	Sarthak – NIFT Means-Cum-Merit scholarship	Mr. Vijay Kumar	98052-27621	1.Circulation of Sarthak – scholarship circular/ guidelines/ proforma to NIFT students 2.Compilation of data as per application received on time 3.Any pending document from students who have applied for the sarthak	
4.	NSP /State Scholarship	Mr. Praveen Pal	82787-70739	1.Verification of Students scholarship document as desired by State Govt.	
5.	Library/Res	Ms. Rajnish	96253-	1.Online / offline excess of Library and	

	ource center		93376	other resources 2. Maintain library timings – Opening hours (Mon – Fri) 09:00 AM – 8:30 PM Saturday – 09:00 AM – 05:30 PM Sunday – Close 3. WGSN activation 4. Collection of CRD, CBPD, Internship and GP documents from all dept. for record keeping	
6.	Hostel Warden	Ms. Sarita	98050-34588	1.Allotment of Hostel 2. Security refund of Hostel 3.All kind of Repair & Maintenance of Hostels	
7.	Accounts	Mr. Anil Kumar Sharma	94180-07356	1.Preparation of fee receipt 2.Tax exemption 3.Submission of Transaction detail of fee deposit like UTR/Transaction no. , Date of Transaction and Amount transferred 4. Fine related issue	
8.	IT	Mr. Sunil Dhiman	98053-21049	1.Software and hardware issue of NIFT students 2.Updation of CMS record like E-mail ID, Mobile no., Photograph, Permanent Home Address / Communication Address 3. Internet related issue	
9.	Security / Housekeeping	Mr. Ashok Kumar	96255-87156	1.Supervision of all type of work related to Security and House-keeping 2. Maintain leave record of all engaged employee in Security /Housekeeping	
10.	R&M of Campus	Mr. Krishan Verma	94592-51707	1. All type of new construction work related to building. 2.Repair & Maintenance of Electrical / Civil / other kind of building works 3. Allocation of Duties of all Electrician, Plumber, Carpenter	
11.	GYM	Mr. Sanjeev Dogra	98056-60606	Maintenance / supervision and permission of opening of GYM beyond normal opening & closing timings Opening & Closing Timings: (06:00 AM – 08:00 AM & 06:00 PM – 08:00 PM)	
12.	Medical	Ms. Ramneek Lata	98050-29480	1.Provide OTC – Medicine 2.Attend all type of Medical Requirement / medical emergency 3. Contact to Ambulance (108) in case no vehicle present in the campus in emergency	
13.	General Elective (CAC)	Mr. Navjot Singh	70183-25104	1.Overall academic administration and delivery of curriculum as per curriculum structure including the provision of inter and intra departmental minors (IDM) 2.Overall coordination across departments on campus for delivery of General Electives as per defined GE schedules, including joint delivery of GEs across courses (UG and PG) 3. Supervision of mentoring activities undertaken by the faculty.	

				<p>2.Coordination with all dept Assistant regarding academics work like selection, modification and updation of GE/IDM/DS/Floating Major in CMS within prescribed time limit</p> <p>3.Preparation of time table for GE classes</p> <p>4. Guest faculty/ Jury members payment for GE. Subject</p>	
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