

**Staff Structure and Responsibilities of Administrative Branches of IGDTUW**

Branch	Name and Designation of the Officer	Duties & Responsibilities/ Assignments
Academic Branch	<p>Mr. Virendir Singh, Consultant (DR)</p> <p>Ms. Sunila, LA-1</p> <p>Ms. Meenakshi</p> <p>BS</p>	<ol style="list-style-type: none"> <li>1) Matters relating to Admissions for Ph. D, PG and UG Programs</li> <li>2) Preparation of Admission Brochure</li> <li>3) Generation of Enrollment Numbers</li> <li>4) Withdrawal of Admissions</li> <li>5) Refund of Security Deposits etc.</li> <li>6) Maintenance of personal files of students and creation of students database</li> <li>7) Matters relating to scholarships/stipend, Migration/Up gradation</li> <li>8) Matters related to Awards/Memento and scholarships created through endowment funds</li> <li>9) Fee related matters</li> <li>10) Verification of Students documents</li> <li>11) Maintenance of records of Degrees/Mark-sheets and other Certificates awarded by the University and distribution of the same to students</li> <li>12) Issue of ID Cards, Railway concession forms, bus passes and proper maintenance of record thereof</li> <li>13) Preparation of Annual report</li> <li>14) Organizing the Convocation</li> <li>15) Preparation of University Newsletter, statistical reports required by university and Govt/. agencies</li> <li>16) Any other duties assigned by the Registrar/Vice Chancellor.</li> </ol>
Personnel & Recruitments Branch	<p>Mr. Rawat Consultant (AR)</p> <p>Mr. Charanjeet Kapoor Section Officer</p> <p>Mr. Rajeev Sharma Consultant (SO<sub>1</sub>)</p> <p>Mr. Satpal, Asstt</p> <p>Ms Vandana, Asstt</p> <p>Mr. Sachin Rathi, Asstt</p>	<ol style="list-style-type: none"> <li>1) Creation of Posts</li> <li>2) Reservation Roasters</li> <li>3) Recruitment Rules,</li> <li>4) Recruitments/Promotions including contract appointments</li> <li>5) Seniority Lists</li> <li>6) Probation Clearance</li> <li>7) Obtaining and maintenance of ACRs/APARs</li> <li>8) Vigilance Clearance</li> <li>9) MACP/CAS/DPC</li> <li>10) Court Cases relating to Recruitments/Promotions</li> <li>11) Periodical reports /returns etc.</li> <li>12) Maintenance of Incumbency statements separately for Teaching and Non-Teaching staff</li> <li>13) Any other duties assigned by the Registrar/Vice Chancellor</li> </ol>
		<ol style="list-style-type: none"> <li>1) All Personnel matters relating to Teaching/Non-Teaching Staff including Pay Fixation, leave, medical,</li> </ol>

### Staff Structure and Responsibilities of Administrative Branches of IGDTUW

Branch	Name and Designation of the Officer	Duties & Responsibilities/ Assignments
		LTC, Trainings/Workshop/Conferences, Deputation & Lien, Resignations/Relieving, Welfare Measures etc. 2) Maintenance of Service Books/Personnel Files 3) Disciplinary Cases 4) Court Cases pertaining to Personnel Branch 5) Periodical reports / returns etc. 6) Any other duties assigned by the Registrar/Vice Chancellor
<b>General Administration Branch</b>	<b>Dr. V.K. Gambhir,</b> Asstt. Registrar  <b>Mr. K.C. Thomas</b> Section Officer  <b>Mr. Davinder Pal Arora</b> Consultant(SO <sub>2</sub> )  Mr. Ankit, Asst  Mr. Sandeep, Asst.	1) Provision and maintenance of Office equipments, furniture & furnishings, management of all Conference Rooms and transport vehicles etc. 2) To manage security, sanitation services, water and electricity services on the Campus, payment of bills and renewal of contracts thereof. 3) Canteen Services/Kiosks for photocopying and refreshments/tuck shops 4) EPBAX Operation and Maintenance of Intercom connection facility 5) AMC of various items like Photocopiers, EPBAX, Water Coolers, Aqua-Guard, ACs, Refrigerators etc 6) Payment of Official/Residential MTNL telephone bills 7) Reimbursement and payment of residential, Mobile, Internet, news paper bills, payment of set-top box/recharge and cable connections etc. 8) Repair/maintenance of the staff cars, motor cycles etc. and Maintenance of record of vehicles and log books 9) Vehicle arrangement services 10) Matters relating to hired vehicles and allocation. 11) Maintenance of expenditure records of each vehicle towards repairs, POL etc., 12) Washing of towels, curtains, bed sheets, etc. 13) Gate passes for returnable/non - returnable items/equipments etc. 14) Accidental expenditure from Imprest Money. 15) To arrange meetings in Conference Room & Seminar Hall and upkeep the equipments installed in Conference Room & Seminar Hall 16) To deposit payment of all telephone bills, Electricity Bills, Water Bills etc. and Liaisoning work with MTNL/BSNL 17) All periodical reports/returns. 18) Maintenance of University campus; To ensure proper maintenance and upkeep of classrooms,

3

### Staff Structure and Responsibilities of Administrative Branches of IGDTUW

Branch	Name and Designation of the Officer	Duties & Responsibilities/ Assignments
		<p>Maintenance of toilets, conference rooms, seminar halls, Cleanliness of the campus</p> <p>19) Security of Building, Issue of Identity Cards/Passes to concerned staff, Key Controls, Fire Prevention and awareness etc.;</p> <p>20) Horticulture; Maintenance of Lawns/Gardens including provision &amp; maintenance of plants, trees etc</p> <p>21) Arrangement and updating of sign boards, banners, name-plates etc.</p> <p>22) Allotment of common facilities to Ambedkar University for temporary use</p> <p>23) Any other duties assigned by the Registrar/Vice Chancellor</p> <p>Central Diary &amp; Dispatch (for Various Administrative Branches)</p> <p>1). Diary and Dispatch for General Administration Branches</p> <p>2). Preparation of File Register and File Movement Register</p> <p>3). Any other work assigned by the Registrar/ Vice-Chancellor.</p>
Purchase Branch	<p><b>Dr. V.K. Gambhir,</b> Asstt. Registrar</p> <p><b>Mr. Charanjeet Kapoor</b> Section Officer</p> <p>Mr. Sachin Rathi, Asst</p>	<p>1) Purchase of consumable and non-consumable items, office furniture, lab equipments etc.</p> <p>2) Inviting Tenders/ Quotations</p> <p>3) Preparation of Purchase/Work Orders &amp; Bill Preparation</p> <p>4) Preparation of name plates, stamps, sign boards etc</p> <p>5) All periodical report/returns.</p> <p>6) Any other duties assigned by the Registrar/Vice Chancellor</p>
Stores Branch	<p><b>Dr. Manoj Soni</b> <b>In-charge (Stores)</b></p> <p><b>Mr. Virendir Singh</b> Consultant (DR)</p> <p><b>Mr. Davinder Pal Arora</b> Consultant(SO<sub>2</sub>)</p> <p>Ms. Meenakshi, Asst</p> <p>Sh. Paramveer, LA-I</p>	<p>1) All matters relating to Store Management - Receipt/preservation, issue and accounting of all stores items (both technical stores and non-technical stores).</p> <p>2) Management of Stationary items : Receipt and Issue of Store Items, Maintenance of Records and Stock Registers both for consumable and non-consumable items separately</p> <p>3) Preparation of Annual Demand of Store items</p> <p>4) Annual Stock verification</p> <p>5) Any other duties assigned by the Registrar/Vice Chancellor.</p>

### Staff Structure and Responsibilities of Administrative Branches of IGDTUW

Branch	Name and Designation of the Officer	Duties & Responsibilities/ Assignments
<b>Estate, Campus Development</b>	<p><b>Prof. R.K. Singh, OSD</b></p> <p><b>Mr. Prabash Singh Advisor (PT)</b></p> <p>Ar. Preeti Chauhan, Associate Professor</p> <p>Sh. Amit Agrawal, Asst. Professor (Civil)</p> <p>Ms. Shipla Khatri, Asst</p> <p>Mr. Yogesh, Asstt</p>	<ol style="list-style-type: none"> <li>1) Maintenance/Up-gradation of campus/Acquisition of New Campus: All Civil works/Electrical Work matters including processing the cases of preliminary estimates, approval of estimates, work orders etc. Annual repair &amp; maintenance. Coordination with PWD relating to execution of work.</li> <li>2) Building and Works Committee meetings to be convened.</li> <li>3) All periodical reports/returns.</li> <li>4) Any other duties assigned by the Vice Chancellor.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Ar. Preeti Chauhan, Associate Professor, Department of Architecture &amp; Planning will advise the Estate and Campus development branch on matter pertaining to Architectural consultancy, design and planning for upgradation/renovation of Campus.</li> <li>• Sh. Amit Agrawal, Asst. Professor will assist Advisor in all activities of repair, renovation and maintenance of University Building and related file works.</li> </ul>
<b>Planning &amp; Co-ordination and Legal Matters</b>	<p><b>Prof. RK. Singh, OSD</b></p> <p><b>Sh. OP Sharma, Consultant</b></p> <p>Ms. Shipla Khatri, Asst</p>	<ol style="list-style-type: none"> <li>1) Conduct of Meetings of Statutory Bodies - Board of Management, Finance Committee, Academic Council, Planning Board etc. and preparation of minutes of meetings thereof.</li> <li>2) Appointment of Counsels in court cases, drafting para-wise comments/replies for submission to concerned Counsel, follow-up and coordination with the University Counsel in other than recruitment and personnel matters.</li> <li>3) Any other duties assigned by the Vice Chancellor.</li> </ol>