

National Institute of Technical Teachers' Training and Research, Kolkata

Block-FC, Sector-III, Salt Lake, Kolkata-700106

Ref. No. NITTTR-K/E/5-3/2021-22/ 100

Date: 03/05/2020

Office Order No. 33 of 2021-22

In supersession of previous Office Order(s) in this regard, following job distribution of members of faculty/officer are made for 2 (two) years with immediate effect or until further order:

Responsibility	Name	Scope of Work
Training Cell	Dr. Sukanta Kumar Naskar	Shall be responsible for the day to day functioning and overall superintendence of any kind of training programmes, workshop, conferences, seminar, symposium etc. of the Institute.
Academic and Industry Interaction Cell	Dr. Sukanta Kumar Naskar	Shall be responsible to promote and augment academic-industry- institute interaction for mutual benefits, consultancy & research projects, training of industry people, Memorandum of Understanding and others.
Post Graduate Cell	Dr. Subrata Chattoapdhyay	Shall be responsible for all the activities with reference to Post Graduate Programmes, QIP Scheme, Scholarship, Time Table & Classroom Management of PG courses, liaison work with AICTE, AISHE related work, UGC, affiliating university and any other activities related to PG programmes for smooth running of Post Graduate Cell.
Training & Placement Cell	Dr. Subrata Chattoapdhyay	Shall be responsible for all the activities with reference to training and placement of students, arrangement for interns, student trainees
Head of the Departments		
Civil Engineering	Dr. Jagat Jyoti Mandal	The Head of the Department will look after the day to day functioning of the Department.
Computer Science & Engineering	Dr. Samir Roy	
Education and Management	Dr. Urmila Kar	
Electrical Engineering	Dr. Soumitra Kr Mandal	
Mechanical Engineering	Dr. Dipankar Bose	
State Coordinators		
Andaman & Nicobar Island, Bihar, Jharkhand, Uttarakhand and Uttar Pradesh	Dr. Habiba Hussain	The State Coordinator(s) will look after the liaison work with the polytechnics of the concerned state(s) so that NITTTR, Kolkata becomes preferred destination for them for In-House Training Programme, Training Need Analysis and any kind of workshop etc. aimed at development of technical education system in consultation with FIC, Training Cell.
Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura	Dr. Urmila Kar	
Andhra Pradesh, Tamil Nadu, Karnataka, Kerala	Dr. Rayapati Subba Rao	
West Bengal and Odisha	Dr. Subrata Chattopadhyay	
Faculty-in-Charge / Hostel Warden / Officer-in-Charge / Estate Officer		
Estate Office	Dr. Dipankar Bose	Shall be responsible to allot staff quarter of employees, surrender and eviction thereof, if any. in allocation of residential. EO shall also be responsible for allotment of commercial space to the individuals including allotment, rent fixation, lease agreements, revenue realization, handing/taking over of the premises, litigations etc. EO shall also be responsible for issuance of Gate Pass.

Responsibility	Name	Scope of Work
Institute Works Section (IWS)		IWS shall be responsible for providing the following utility services:
	Dr. Soumitra Kumar Mandal	Shall be responsible for new major construction, maintenance and monitoring, power supply, maintenance of all kind of institutional installations (except department specific equipment) such as Air Conditioners, Lift, Water Purifier, Generator Sets, Electrical Wiring, Light & Fans, WBSEDCL related matter etc.
	Mr. Nirmal Kumar Mandal	Shall be responsible for Water supply and sewage disposal, Sanitation, Furniture repairs, Roads, masonry, carpentry, plumbing, hygienic and sanitation, horticulture, environmental affairs (air, water and others), garbage management etc.
Accounts	Dr. Sagarika Pal	Shall be responsible for smooth functioning for carrying out the day to day activities of the concerned Section / Office / Centre.
Media Cell	Dr. Indrajit Saha	Shall be responsible for arrangement of wide publication of various ongoing institutional activities in the media (print, electronic, Facebook, Twitter, YouTube Instagram), maintenance of Institute web page (inter and intra) and webserver.
Institute Computer Centre	Dr. Ranjan Dasgupta Mr. Rajeev Chatterjee, Nodal Officer (Co-FIC)	Shall be responsible for the activities relating to DNS, Firewall, ISE, Antivirus, Network Security, LDAP & Other servers, Hardware & Projector Maintenance, NKN, HPC, WiFi, Linux Lab Management, Online Complaint Management, Leave Management, Placement Portal, CCTV, Biometric attendance, ICT/A-VIEW, Google Suite Admin, Telephone, EPABX, UPS, Computer, Printer, Copier, Projector, Sound Systems
Central Store and Purchase in addition to his normal duty in EE Department.	Mr. Ashadur Rehman	Shall be responsible for locating, purchasing and maintaining an inventory of parts and supplies used by the facilities in the daily maintenance. Will also look after the enlistment of supplier, rate contract, E-procurement and other related things for smooth functioning of the Section.
Grievance Officer	Dr. Sailendra Nath Mandal	Grievance Officer will look after the grievance(s) of the employees of the Institute and will redress the same for maintaining a cordial relationship among all members of NITTTR family.
Liaison Officer, SC/ST/OBC	Dr. Sailendra Nath Mandal	Liaison Officer will look after the welfare of the SC/ST/OBC members and to ensure due compliance of various orders and instructions pertaining to SC/ST/OBC categories of the Institute as per terms of instruction of MHRD.
Learning Resource Centre	Dr. Chandan Chakraborty	Faculty-in-Charge will look after the smooth functioning for carrying out the day to day activities of the concerned Section/Office/Centre.
Curriculum Development	Dr. Habiba Hussain	
Library	Dr. Habiba Hussain	
Community Development & Rural Technology and PWD	Mrs. Sheela Yadav Rai	
Disaster Management	Dr. Jagat Jyoti Mandal	
Mandana Mishra Hostel Rishi Vasilyalay Hostel	Dr. Sailendra Nath Mandal	
Gurudev Rabindranath Hostel Swami Vivekananda Boys Hostel Gargi Hostel	Dr. Rayapati Subba Rao	

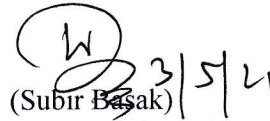
The Reporting Officer of the above responsibilities will be the Director of the Institute. The above nominated faculty members/ officers are also requested to suggest proactively requisite measures for the betterment of the concerned section apart from the above stated responsibilities. The outgoing incumbent faculty member(s) / officer(s) shall duly hand over to the designate faculty member(s) / officer(s) who will take over the charge of Department / Section as stated above. It shall be placed on record, the services rendered by the outgoing in-charges of various department(s) / section(s) / centre(s) are well appreciated. It is hereby ordered that the Technology Development Cell (TDC) has since been dispensed with from the date of issue of this Order, accordingly, the works of the TDC has been transferred to IWS and ICC. Accordingly, FIC, TDC / CO-FIC of erstwhile TDC shall handover their charge to the FIC, IWS and FIC, ICC.



(Debi Prasad Mishra)
Director

Copy for information and necessary action to:

1. All faculty members and Officers
2. Personal File of all concerned faculty members
3. The FIC, Accounts
4. Director's Secretariat



(Subir Basak)
Senior Administrative Officer

National Institute of Technical Teachers' Training & Research, Kolkata*(Under the Ministry of Human Resource Development, Government of India)***Block-FC, Sector-III, Salt Lake, Kolkata-700 106**

Ref. No. NITTTR-K/E/5-3/2021-22/ 119

Date: 6th May 2021OFFICE ORDER NO. 37 OF 2021-22

In supersession of all previous Office Order(s) in this regard, with immediate effect and until further order, the following employees are hereby transferred as under:

S. No.	Name and Designation	Posted from	Posted to	Reporting Officer
1.	Shri Avijit Kundu Technical Officer	Erstwhile TDC	Institute Computer Centre (ICC)	FICs & Nodal Officer, ICC
2.	Shri Debashis Shaw Senior Technician	Erstwhile TDC		
3.	Shri Sumit Roy Chowdhury Senior Technician <i>Additional Responsibility: Electrical Engineering</i>	Electrical Engineering	Institute Works Section (IWS)	FIC, IWS Dr. Soumitra Kumar Mandal
4.	Shri Nitai Kumar Sarkar Technical Assistant Grade II <i>Additional Responsibility: Electrical Engineering</i>	Electrical Engineering		
5.	Shri Pradeep Kumar Nayak Senior Technician	Erstwhile TDC		
6.	Shri Sati Nath Mitra Technical Assistant Grade II <i>Additional Responsibility: Civil Engineering</i>	Civil Engineering		FIC, IWS Mr. Nirmal Kumar Mandal
7.	Shri Sofiul Anam Senior Technical Assistant <i>Additional Responsibility: Mechanical Engineering</i>	Erstwhile TDC		
8.	Shri Indrajit Nandy Senior Secretariat Assistant	PG Cell		FICs, IWS
9.	Shri Ashoke Paul Junior Secretariat Assistant	Estate		
10.	Shri Ramanuj Dutta Roy Section Officer Grade II	Estate	Academic Affairs	PG Cell, Training and Placement Cell
11.	Shri Animesh Shome Senior Secretariat Assistant	Civil Engineering	Radhakrishnan Building Office	Head, Civil Engineering
12.	Smt. Soma Bhattacharjee Samadder Senior Secretariat Assistant <i>Additional Responsibility: Central Store</i>	Mechanical Engineering	Vidyasagar Building Office	Head, Mechanical Engineering
13.	Shri Shyamal Murari MTS	Civil Engineering	Radhakrishnan Building Office	Head, Civil Engineering
14.	Shri Dulal Chandra Naskar MTS	Estate	Vidyasagar Building Office	Head, Mechanical Engineering

The Heads/FICs/OICs are advised to make charter of duties of the respective employee(s) posted under their control and leave substitute thereof. In addition of his new assignment of activities in PG Cell, Shri Ramanuj Dutta Roy, Section Officer Grade II shall also perform the duty of Estate Office. Shri Avijit Kundu, Technical Officer shall cooperate for the time being Shri Ashadur Rahaman for proper handholding of E-procurement process.

Shri Kallol Modak, Senior Technical Assistant, in addition of his existing duties in Computer Science and Engineering shall extend support activities to the FIC, Media Cell.

Shri Utpal Chakraborty, Technical Assistant Grade II, in addition of his existing duties in Director's Secretariat shall extend support activities to the FIC, Media Cell.

Shri Priyatosh Dey, MTS in addition of his existing duties in Central Store shall extend support activities to the FIC, Training Cell.



(Debi Prasad Mishra)
Director

Copy forwarded for information and necessary action to:

1. All concerned
2. Personal File of all concerned
3. All faculty and staff (through official email)
4. FIC, ICC
5. Director's Sectt.



(Subir Basak)
Sr. Administrative Officer