



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

स्थापना कार्यालय
Establishment Office

सं. No. – NITR/ES/2016/M/ 3436

दिनांक Date – 01/12/2016

Discontinuation of CN Office and Creation of Old Book Unit in BPCL

Following rearrangements are done with immediate effect:-

1. Existing major responsibilities of Dy./Asst. Registrar (CN) are distributed as follows:-
 - a. Administrative matters of Director's Secretariat and Deans' Office will be supervised by Dy. / Asst. Registrar (ES).
 - b. Management of Institute website shall be supervised by the Office Automation Cell and all Dy. / Asst. Registrars will be responsible for updating data related to their respective areas.
 - c. Institute information and answering queries will be managed by the RTI Cell.
 - d. Accreditation & Ranking Unit will be under Academic Office and will functionally report to the PIC (IARU) through the Dy. / Asst. Registrar (AC).
2. The post of Dy./Asst. Registrar (Co-ordination) is replaced with the post of Dy./Asst. Registrar (Training & Placement) with the following roles and responsibilities:-
 - a. S/he shall report functionally to Head (TP) and administratively to the Registrar.
 - b. S/he shall be responsible for coordinating and supervising all T&P related activities.
 - c. S/he shall be liaising with the recruiting organisations and/or companies including planning and arranging travel and stay of their executives as per advice of Head (TP).
3. Dy./Asst. Registrar (TP) shall have the additional responsibilities of administrative matters of following centres:-
 - b. Centre for Alumni Relations (AR).
 - c. Center for Technology Innovation and Industry Relations (TR).
 - d. AN Khosla Centre for Technology Enabled Learning (TE).
4. An independent unit (in the nature of a TSU) for managing Old and/or out of Circulation Books is created within the BPCL under direct supervision of PIC (BPCL).

This issues with the approval of the competent authority.

01/12/16
सहायक कुलसचिव (स्थापना)
Assistant Registrar (ES)

Copy to –

1. All employees by Group-mail
2. Institute Website [<http://bit.ly/nitrkl-circular>]
3. AR (CN) / Head (TP) / PIC (BPCL) / Head (LB) / Head (AR) / Head (TR) / Head (TE)
4. Office of Registrar/Deans'/Director
5. Officers Posting/Responsibility File