



F.No. IIT Mandi/Admn/RS-78/2015

Dated:22.01.2015

## NOTIFICATION

On the recommendation of Deans Committee in its meeting held on 09.10.2014 the following is the Organogram of Deanry of Students, IIT Mandi.

### Dean of Students

- ✓ Overall policy issues pertaining to the portfolios listed below besides interfacing with external agencies, parents, foreign students; Approval of cultural and tech fests; responding to RTIs concerning student life on campus.
- ✓ Establishment of new hostels, appointment of Wardens, overseeing hostel management & catering services.
- ✓ Financial approval of Students Fund for the various activities listed below
- ✓ Appointment of Committees for various student functions.
- ✓ Deciding on disciplinary issues involving students both individually & collectively.

### **Duties & Responsibilities of Functionaries Overseeing Various Offices & Reporting to Dean of Students**

#### A. Student Welfare

##### 1. Chief Warden (Chairperson, HAP)

- ✓ Setting policies for administration of all Hostel Affairs, such as time restrictions on student activities and movement, allotment of rooms, etc.
- ✓ Negotiating Catering Contracts for Hostel Messing Facilities and Hostel Canteen.
- ✓ Approval of hostel-related purchases.
- ✓ Allotment of quarters to Married Research Scholars.
- ✓ Relevant Website Information.
- ✓ Convening regular meetings with all wardens/with HAP.
- ✓ Approval of transfer of students between hostels.
- ✓ Reporting to Dean (Students)



### 1.1 Warden & Assistant Warden

- ✓ Complete supervision of hostel under charge and reporting to the Chief Warden.
- ✓ Regular Interaction with Students, acting in loco parentis.
- ✓ Room Allocation.
- ✓ Maintenance of Hygiene & Sanitation, Safety & Security.
- ✓ Financial approval of routine expenses like repairs and replacements, hostel events, minor purchases.
- ✓ Verification of Accounts.
- ✓ Conduct of hostel elections.
- ✓ Relevant Website Information.
- ✓ Purchase Recommendations in respect of hostel amenities.

#### 1.1.1 Caretaker

- ✓ Maintenance of Mess Accounts.
- ✓ Maintenance of Room Occupancy Register.
- ✓ Maintenance of Hostel Inventory/Stock Register.
- ✓ Attendance Register/Leave Register.
- ✓ Complaints Register.
- ✓ Overall Cleanliness.
- ✓ Repair & Replacement, Safety & Security.
- ✓ Other duties as assigned by Hostel Warden and Deputy Admin (Students).

### 2. Chairperson, Student Affairs Panel (SAP)

- ✓ Overview & Co-ordination of all Student Gymkhana Activities in consultation with Faculty Advisors of the respective Gymkhana societies & clubs, assisted by Deputy Administrator (Students).
- ✓ Budgetary Recommendation to Dean (Students) for all programs.
- ✓ Maintenance of the Lounge and overview of all its activities.
- ✓ Policy for prizes for various in-house competitions.

### 3. CnP Advisor & Co-Advisor

- ✓ Guidance & advice about CnP cell activities.
- ✓ Interface with Industry for internship & placement.
- ✓ Approving CnP related information on website.

### 3.1 CnP Administrator

- ✓ Look after routine placement interviews and attendant logistics.
- ✓ Maintain Database.
- ✓ Update Website information.
- ✓ Regular Correspondence.
- ✓ Maintenance of CnP Inventory/Stock Register.
- ✓ Organize regular on-campus placement interviews.
- ✓ Facilitate internships and placements with companies.
- ✓ Organize Workshops (for Career Guidance and Promotion).

### 4. Alumni Affairs Advisor & Co-Advisor (AAP)

- ✓ Interaction with Alumni.
- ✓ Regular Meetings and Reunions.
- ✓ Fund Raising Campaigns.
- ✓ Facilitate Technical/Academic Collaborations with interested Alumni.
- ✓ Posting of Relevant Website Information.

### 5. GCS Counsellor and Advisors

- ✓ Provide regular, individual as well as group counseling to students on diverse issues affecting their personality, overall wellbeing and socialization as well as academic performance.
- ✓ Provide professional psychiatric counseling.
- ✓ Maintain Database, Website & Confidential Records.
- ✓ Organize freshers orientation program.

### 6. Faculty Advisors to Clubs/Societies

- ✓ Evolve Programs.
- ✓ Enabling clubs to seek recognition of SAP.
- ✓ Formulate Schedules for Regular Activity/Events etc.
- ✓ Formulate Membership Rules.
- ✓ Approve Participation in outside events.
- ✓

**7. Deputy Administrator (Students)**

- ✓ Assisting Dean (Students) in administrative work of different sections under him
- ✓ All administrative work with regard to Student Gymkhana
- ✓ Assisting Chief Warden & Wardens in hostel matters
- ✓ Assisting SAP Chairperson
- ✓ Purchase of requirements related to hostels & mess
- ✓ Helping students in sorting out various issues with different departments
- ✓ Taking care of students' insurance matters
- ✓ Administrative work related to student gymkhana election and hostel election

**B. Extra & co-curricular Activities (Sports, Cultural & Extra Co-Curricular)**

**1. Sports Advisor & Co-Advisor**

- ✓ Oversee all sports training programs including NSO.
- ✓ Responsible for mandatory NSO for 1<sup>st</sup> year B.Tech.
- ✓ Oversee Sports & Recreation Facilities.
- ✓ Selection of Temporary Coaches.
- ✓ Making Budgetary Provisions.
- ✓ Student Participation in Inter-IIT Sports Events & Arrangements for the same.
- ✓ Approve / Recommend for Purchase of Sports Equipment and the like.

**1.1 PTIs& Coaches (NSO)**

- ✓ Train students in different games.
- ✓ Make team selections.
- ✓ Plan, recommend and purchase sports equipment.
- ✓ Maintain sports facilities.
- ✓ Organize sports events, competitions & tournaments as directed.
- ✓ Maintain Inventory/Stock Register/Database/Website.
- ✓ Attendance Register.



**2. H&T Advisor & Co-Advisor**

- ✓ Organize trekking programs in and around Kamand at regular intervals.
- ✓ Responsible for mandatory H&T for 1<sup>st</sup> year B.Tech.
- ✓ Safety & Security of trekkers.
- ✓ Website Information.
- ✓ Training Camps during vacation period.
- ✓ Attendance Register.

**3. NSS Advisor & Co-Advisor**

- ✓ Formulate meaningful social awareness programs.
- ✓ Responsible for mandatory NSS for 1<sup>st</sup> year B.Tech.
- ✓ Promote linkages with the Institute's immediate neighbourhood.
- ✓ Organization of Workshops.
- ✓ Enlisting volunteers from among senior students.

**3.1 NSS& H&T Part-Time OfficeAssistant**

- ✓ Implementation of programs.
- ✓ Field Trips.
- ✓ Correspondence & Database.
- ✓ Attendance Register for NSS, H&T Club.
- ✓ Guiding NSS project leaders.
- ✓ Interfacing with local NGOs and local government bodies.
- ✓ Website Information.
- ✓ Maintenance of NSS Inventory/Stock Register.



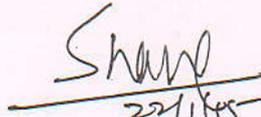
C. Committees

1. Chairperson & Members, Anti-Ragging Committee

- ✓ Dissemination of Information pertaining to Ragging (through Website and otherwise).
- ✓ Implementation of Anti-Ragging Measures (spot inspections, etc).
- ✓ Inquiry into complaints.

2. Chairperson & Members, Student Welfare & Disciplinary Committee

- ✓ Look into all issues pertaining to the welfare and discipline of students.
- ✓ Hold inquiry into Complaints.
- ✓ Recommend disciplinary action to Dean of Students/Dean of Academics.
- ✓ Recommend measures for students' welfare to Dean (Students) / (Dean (Academics)).

  
22/1/25  
Mohammad Shakeel  
Registrar