



Department of Physics, National Institute of Technology Srinagar

Office Order No. 01 of 2021 on dated: 15th September 2021

S. No.	Assignment/Task/Responsibility	Coordinator/Member	Chairperson/Advisor	E-mail/ Contact	Remarks & Clarification
1	U.G Programmes (B.Tech)	Dr. Mohd. Zubair Ansari	Prof. S. Rubab	mohdzubair@nitsri.ac.in 888 2629 888	It includes all UG assignments/ jobs
2	P.G Programmes (M.Sc.)	Dr. Harkirat Singh	Dr. P A Ganaie	harkirat@nitsri.net 97970 48025	It includes all PG assignments/ jobs
3	Ph.D Programmes	Dr. Vijay Kumar	Prof. M. Ikram	vijaykumar@nitsri.ac.in 600 549 5506	It includes all Doctorial assignments/ jobs of RS
4	Time Table In-charge	Dr. Vijay Kumar	Dr. M. A. Shah	vijaykumar@nitsri.ac.in 600 549 5506	Mr Tasadaq TA will assist in departmental TT/AA
5	Library (Department & Central)	Dr. Mohd. Zubair Ansari	Prof. S. Rubab	mohdzubair@nitsri.ac.in 888 262 9888	It includes subscription of online/offline journal/book
6	Web Page of Physics/ Departmental Information	Dr. Harkirat Singh	Dr. P A Ganaie	harkirat@nitsri.net 97970 48025	Higher authorities are in need of information frequently.
7	Departmental Purchases Committee	Dr. Vijay Kumar Dr. Mohd Zubair Ansari	Prof. M. Ikram	ikram@nitsri.net vijaykumar@nitsri.ac.in	Rules of the Institute apply. No paper should be processed.
9.	Examination In-charge	Dr. Harkirat Singh	Prof. M. Ikram	harkirat@nitsri.net	Record of all kinds of examinations and quick tests
10	Convener - DPGC	Dr. Prince Ahmad	Prof S Rubab	princeganai@nitsri.net 956 6379055	Meetings agenda for the Department to be discussed
11	Convener - SPGC	Dr. Harkirat Singh	Dr. M. A. Shah	harkirat@nitsri.net	Meetings agenda for the Department to be discussed
12	Convener - DUGC	Dr. Mohd. Zubair Ansari	Prof. S. Rubab	8882629888/9566379055	Meetings agenda for the Department to be discussed
12	Rajbhasha Unit	Dr. Mohd. Zubair Ansari	Prof. M. Ikram	8882629888/ 87170 00375	Faculty to lean different languages
13	Outreach Programmes	Dr. Vijay Kumar	Dr. M. A. Shah	600 549 5506/ 9419018195	It includes all- Mr Tasadaq will keep list and maintain register
14	UG/PG/CW Curriculum Development	Dr. Harkirat Singh	Dr. M. A. Shah	97970 48025 / 9419018195	2022- Curriculum Review & after every three years
15	Grievance Committee	Prof. Seemin Rubab	Dr. P. A. Ganaie	70060 30161	Settle if failed report to HoD.

Note: All previous orders stand cancelled henceforth and above order remain valid up to next order.

(Dr. M.A Shah)
HOD Physics

“Won’t give you anything except a dynamic system, which leads to excellence and subsequently to success and sustainability.”