

Powers and Duties of Officers

Registrar

As per Para 15 of the First Statutes of IIT Palakkad.

Deputy Registrar

Functions as In-Charge of the Academic Section and works with Dean (Academics) to look after the non academic administrative functions of the Academics Section including admission and registration of students in various UG and PG courses of the institute, maintain their files and monitor their attendance, grades, grant of allowances and scholarships and issue provisional /degree certificates. He is also the CPIO of the institute with respect to RTI matters of the Institute.

Executive Engineer (Civil)

Assigned to the Engineering Works Department. Responsible for monitoring of construction and quality assurance of projects being executed through CPWD. Ensures preventive maintenance of buildings and undertakes their timely repair works. Looks after purchase of furniture and construction related items through GeM and e-procurement. Executes minor works through tender action.

Assistant Registrar (Purchase and Stores)

Responsible for the procurement of equipment, computer and peripherals, stationery and other items of the institute through local purchase, GeM or e-procurement. The Purchase Section also maintains stores ledger and issues SRB for items purchased and conducts annual stock taking of all items procured by the institute.

Assistant Registrar (Finance)

Responsible for smooth functioning of the Accounts Section including checking and passing of bills and vouchers, submission of monthly/quarterly progress report of expenditure to the higher authorities, dealing with cash and bank transactions and tax matters. He also processes payroll and ensures timely payment of salaries and manages income tax deduction & payments. Also, responsible for ensuring timely audit of annual accounts and dealing with the audit objections.

Assistant Registrar (Human Resource)

Holds the overall charge of the Personnel Section. Deals with HR matters including dealing with recruitment, training & maintenance of service books and APARs of the employees.

Technical Officer

To work in development, Maintenance and troubleshooting of Institutes IT related works / services.