

Powers and Duties of Officers

Registrar

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

Joint Registrar (Academics)

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.

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 (SS) (Administration)

In-charge of the Administration Section and works with Dean (Administration) and Registrar to look after the Administration of IIT Palakkad. Deals with service matters of faculty and staff, including recruitment, training & maintenance of service books and APARs. She is also the CPIO of the institute with respect to RTI matters of the Institute.

Assistant Registrar (SS) (Stores and Purchase)

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 and Accounts)

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.

Technical Officer (SS) (CET)

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

Assistant Registrar (IC& SR)

Responsible for the smooth functioning of the ICSR Section by ensuring the timely processing of project proposals by issuing endorsement certificates. Circulating the invitation of project or research proposals from various sponsoring agencies among the faculty. Maintaining and managing the project sanctions and funds received from DST, SERB, and other agencies from time to time. Processing and coordinating the procurement of research consumables and equipment from project funds based on the requirements of the principal investigators. Coordinating with the accounts section for managing the project funds, processing payments, reimbursement of travel, and other expenses from project funds. Also, responsible for recruiting project staff for various projects based on the requirements of research projects. Timely issuing and submission of utilization Certificates and Statements of Expenditure for all the projects as and when required.

Medical Officer

The medical officer is responsible for providing primary healthcare services to students, staff, and faculty of the institution. This includes conducting medical examinations, diagnosing illnesses, and prescribing medications. He is also responsible for maintaining accurate medical records of all patients, including medical history, diagnosis, treatment plans, and prescription. He may conduct health education programs for students, staff, and faculty to promote healthy lifestyle practices and prevent illnesses. Also, all medical related hospital bills, insurance etc. is checked by the medical officer.

Counsellors

Aim towards the preventive and promotive aspects of mental health within the IIT Community in general. The counsellors address the mental health issues of students, faculty and staff of the institution through individual counselling, support groups and interactive sessions. They also work towards promoting the importance of psychological health within the institutional community through a wide range of activities like workshops, talks, training programs, webinars, sharing of online resources, observance of days of importance and outreach activities.