



IITPKD/RO/07/2025

30-01-2025

Office Order

Consequent upon the appointment of new officers, the responsibilities of all JR/DR/ARs are restructured as below with immediate effect:

Sl. No.	Officer Name	Designation	Section	
			From	To
1	Dr. B. Thiagarajan	Joint Registrar	Academics	Students Section
2	Dr. Asha Gopalan	Deputy Registrar	Administration	Academics
3	Ms. Thasnin Harish C. M.	Assistant Registrar (SS)	Stores and Purchase	Stores and Purchase
4	Mr. V. Shanmugam	Assistant Registrar	Finance and Accounts	Finance and Accounts
5	Mr. Sureshkumar Chekkala	Assistant Registrar	IC&SR	IC&SR
6	Mr. Syam Prasad T. R.	Assistant Registrar	Academics	Academics
7	Mr. Arun S.	Assistant Registrar	Administration	Administration

The substitute officer for execution of day-to-day functioning of the section during the absence / vacation period of the officer-in-charge shall be as below:

Sl. No.	Name of the Officer-in-charge (Section) under absence / vacation	Substitute officer for execution of day-to-day functioning of the section
1	Dr. B. Thiagarajan, Joint Registrar (Students Section)	Mr. Syam Prasad T. R., Assistant Registrar
2	Dr. Asha Gopalan, Deputy Registrar (Academics)	Mr. Syam Prasad T. R., Assistant Registrar
3	Ms. Thasnin Harish C. M., Assistant Registrar (SS) (Stores and Purchase)	Dr. B. Thiagarajan, Joint Registrar
4	Mr. V. Shanmugam, Assistant Registrar (Finance and Accounts)	Mr. Sureshkumar Chekkala, Assistant Registrar

5	Mr. Sureshkumar Chekkala, Assistant Registrar (IC&SR)	Mr. V. Shanmugam, Assistant Registrar
6	Mr. Syam Prasad T. R., Assistant Registrar (Academics)	Dr. Asha Gopalan, Deputy Registrar
7	Mr. Arun S., Assistant Registrar (Administration)	Dr. Asha Gopalan, Deputy Registrar

The officers involved are requested to carry out the handing and taking over of the documents with a copy to the undersigned and ensure smooth taking over of charge of their new assignments latest by 15-02-2025.

This is issued with the approval of the competent authority.



RM
30/01/2025

Dr. B. V. Ramesh
Registrar

Copy to:

1. Office of the Director - For kind information of the Director
2. Deans
3. Chairman (EWD)/HoDs/HoCs/HoS
4. JR/DR/ARs
5. Chairperson (Institute Media and Website Committee) - For updation on the Institute Website
6. Officer-in-charge (Admn.)
7. Staff concerned

कुलसचिव / Registrar
भारतीय प्रौद्योगिकी संस्थान पलक्कड़
Indian Institute of Technology Palakkad,
सहायद्री कैंपस / Sahyadri Campus.
पुदुसेरी पश्चिम / Pudukkerry West,
पलक्कड़, केरल / Palakkad - 678 623, Kerala

IITPKD/RO/06/2025

30-01-2025

Office Order

The following internal transfer of Administrative Staffs are ordered on organisational interest with immediate effect:

Sl. No.	Staff Name	Employee ID	Designation	Section	
				From	To
1	Ms. Krishna Priya P. B.	IITPKD1011	Superintendent	Finance and Accounts	IC&SR
2	Ms. Thenmozhi N.	IITPKD1008	Superintendent	EWD	Finance and Accounts
3	Mr. Soju Francis	IITPKD1079	Superintendent	CET	Students Section
4	Ms. Anitha Mani D.	IITPKD1090	Superintendent	Academics	Administration
5	Mr. Appu P. S.	IITPKD1098	Superintendent	Finance and Accounts	Directors Office
6	Ms. Darsana Nair V.	IITPKD1007	Superintendent	Stores and Purchase	EWD
7	Mr. Arun Krishnan M.	IITPKD1152	Superintendent	Academics	EWD
8	Mr. Arun U.	IITPKD1087	Junior Superintendent	IC&SR	Academics
9	Ms. Prethusha P. M.	IITPKD1141	Junior Superintendent	Directors Office	Stores and Purchase

The staff are requested to complete the handing and taking over formalities and ensure smooth transition to their new assignments latest by 12-02-2025.

This is issued with the approval of the competent authority.



RM
30/01/2025
Dr. B. V. Ramesh
Registrar

Copy to:

1. Office of the Director - For kind information of the Director
2. Deans
3. Chairman (EWD)/HoDs/HoCs/HoS
4. JR/DR/ARs
5. Chairperson (Institute Media and Website Committee) - For updation on the Institute Website
6. Officer-in-charge (Admn.)
7. Staff concerned

कुलसचिव / Registrar
भारतीय प्रौद्योगिकी संस्थान पालक्काड
Indian Institute of Technology Palakkad,
सहायद्री कैंपस / Sahyadri Campus,
पुदुसरी पश्चिम / Pudussery West,
पालक्काड, केरल / Palakkad - 678 623, Kerala

IITPKD/RO/TFR/2023/013

10 Oct 2023

OFFICE ORDER

Sub: Internal Transfer of Employee – Reg.

Ms. Prethusha P M (Employee number – IITPKD1141), Junior Assistant, who is presently in the Accounts Section is transferred to the Office of the Director with effect from 12/10/2023.

The above internal transfer is ordered on organisational interest and the handing/taking over of charge will commence with immediate effect.

This is issued with the approval of the Competent Authority.



(Dr. Ganesh Natarajan)
Registrar (I/C)

Copy To:

1. Ms. Prethusha P M
2. AR (F&A)
3. AR (Admin)
4. Office of the Director
5. File



IITPKD/RO/IT/2023/009

22 June 2023

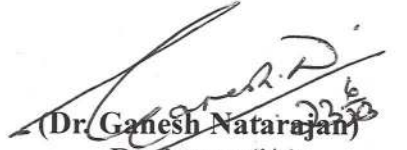
OFFICE ORDER**Sub: Internal Transfer of Employees**

The following transfers are hereby ordered on organisational interest:

Sl. No.	Employee Name	Employee ID	Designation	Section	
				From	To
01.	Mr. Midhun P	IITPKD1203	Junior Assistant	Stores & Purchase	Administration
02.	Ms. Ahana V S	IITPKD1150	Junior Assistant	Administration	Office of the Director

The above transfer of employees to their respective sections will be with effect from 23-06-2023.

The employees are requested to carry out the handing and taking over of the documents and ensure smooth taking over of charge of their new assignments by 23-06-2023.


(Dr. Ganesh Natarajan)
Registrar (i/c)

Registrar / कुलसचिव
Indian Institute of Technology Palakkad
भारतीय प्रौद्योगिकी संस्थान, पालक्काड
पालक्काड - ६७८५५७ / Palakkad - 678557

Copy To:

1. Office of the Director - For kind information of the Director
2. Asst. Registrar (Purchase)
3. Asst. Registrar (Administration)
4. Employees listed above
5. File

IITPKD/RO/TFR/2023/005

19 April 2023

OFFICE ORDER

Sub: Internal Transfer of Employee – Reg.

Ms. Geetha A (Employee number – IITPKD1006), Junior Superintendent, who was working in the Accounts Section was transferred to Stores and Purchase with effect from 13th January 2023.

The above internal transfer was ordered on organisational interest and the handing/taking over of charge was done.

This was issued with the approval of the Competent Authority.

(Dr. Ganesh Natarajan)
Registrar (I/C)

Registrar / कुलसचिव
Indian Institute of Technology Palakkad
भारतीय प्रौद्योगिकी संस्थान, पालक्काड
पालक्काड - ६७८५५७ / Palakkad - 678557

Copy To:

1. Ms. Geetha A, Junior Superintendent
2. AR (HR)
3. AR (F&A)
4. AR (Stores & Purchase)
5. File

IITPKD/RO/2022/009

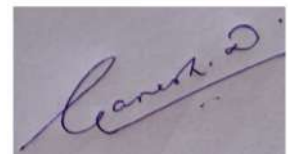
7 October 2022

OFFICE ORDER
Sub: Internal Transfer of Employees

The following transfers are hereby ordered on organisational interest:

Sl. No.	Employee Name	Employee ID	Designation	Section	
				From	To
1	Ms Geetha A	IITPKD1006	Junior Superintendent	Director's Office	Finance and Accounts
2	Mr. Abdul Rahoof A R	IITPKD1106	Junior Assistant	Finance and Accounts	Director's Office

The above transfer of employees to their respective sections will be with effect from **12th October 2022**. The employees are requested to carry out the handing and taking over of the documents and ensure smooth taking over of charge of their new assignments by **11/10/2022**.



(Dr. Ganesh Natarajan)
Registrar (I/C)

Copy to:

1. Office of the Director – For kind information of the Director
2. Assistant Registrar (Finance and Accounts)
3. Assistant Registrar (HR)
4. Employees listed above

IITPKD/RO/2022/007

13 Sep 2022

OFFICE ORDER
Sub: Internal Transfer of Employees

The following transfers are hereby ordered on organisational interest:

Sl. No.	Employee Name	Employee ID	Designation	Section	
				From	To
1	Mr. Ajay Ram Krishna	IITPKD1084	Junior Assistant	Academics	Stores and Purchase
2	Mr. Arun S	IITPKD1093	Junior Assistant	Stores and Purchase	Human Resources
3	Mr. Vivek K S	IITPKD1085	Junior Assistant	Human Resources	Academics

The above transfer of employees to their respective sections will be with effect from 19th September 2022. The employees are requested to carry out the handing and taking over of the documents and ensure smooth taking over of charge of their new assignments by **18/09/2022**.



(Dr. Ganesh Natarajan)
Registrar (I/C)

Copy to:

1. Office of the Director – For kind information of the Director
2. Deputy Registrar (Academics)
3. Assistant Registrar (HR)
4. Assistant Registrar (Stores and Purchase)
5. Employees listed above

कुलसचिव / Registrar
भारतीय प्रौद्योगिकी संस्थान पालक्काड
Indian Institute of Technology Palakkad
पालक्काड - ६७८ ६७७ Palakkad - 678 657

IITPKD/RO/2022-23/003

13 June 2022

OFFICE ORDER

Sub: Internal Transfer of Employee - Reg.

Ms. Ahana V S (Employee number – IITPKD1150), Junior Assistant, who is presently in the Faculty Matters and Hostel Accounts is transferred to the HR Section.

The above internal transfer is ordered on organisational interest and the handing/taking over of charge will commence with immediate effect.

This is issued with the approval of the Competent Authority.


(Dr. Ganesh Natarajan)
Registrar (I/C)

Copy To:

1. Ahana V S, Junior Assistant
2. Faculty Wing
3. AR (HR)
4. AR (F&A)
5. File



Indian Institute of Technology Palakkad

भारतीय प्रौद्योगिकी संस्थान पालक्काड

Under Ministry of Education, Govt. of India

शिक्षा मंत्रालय के अधीन, भारत सरकार



IIT PALAKKAD

IITPKD/RO/2022-2023/002

01 April 2022

To
Ms. Praseeda T P
Junior Assistant
IIT Palakkad


Sub: Appointment as full-time staff member in the Director's Office, Nila Campus

Dear Ms. Praseeda,

Upon approval of the competent authority, you are appointed as full-time staff member in the Director's Office at Nila campus with effect from 01/04/2022. You are relieved of all duties pertaining to Faculty Help Desk (including CCE) with immediate effect but you may however continue to discharge your duties as part of ICSR until further instructions are issued in this regard.

Copy to:

- 1) Office of the Registrar
- 2) Directorate - For kind information of the Director
- 3) Personnel Section
- 4) Dean (ICSR)
- 5) Dean (Academics)
- 6) Chairperson (CCE)


(Dr. Ganesh Natarajan)
Registrar (i/c)



OFFICE ORDER

Sub: Internal Transfer of Officers - Reg.

Dr. B. Thiagarajan (employee number IITPKD1069), Deputy Registrar, who is presently in the Stores and Purchase Section is transferred to the Academics Section, and Ms. Thasnin Harish C M (employee number IITPKD1056), Assistant Registrar who is presently in the Academics Section is transferred to the Stores and Purchase Section.

The above internal transfer is ordered on organisational interest and the handing/taking over of charge will commence with effect from 01 Nov 2021 and must be completed by 12 Nov 2021.

This is issued with the approval of the Competent Authority.


(Col. S. Chakraborty (Retd.))
Registrar

पुनर्लक्षित / Registrar
भारतीय प्रौद्योगिकी संस्थान पालक्काड
Indian Institute of Technology Palakkad
पालक्काड - ६७८ ४१७ Palakkad - 678 557

Copy to:

1. Director's Office, for the kind information of the Director.
2. The Officers concerned.
3. Personnel Section

IITPKD/RO/OO/2020-21/009

10 Nov 2020

OFFICE ORDER

Sub: Internal Transfer of Employees

The following transfers are hereby ordered on organizational interest.

S.No.	Employee Name	Employee ID	Designation	Section		Remarks
				From	To	
1	Arun Krishnan M.	IITPKD1152	Junior Superintendent	Stores and Purchase	Academics	Handing over duties of Stores and Purchase in the first half of the day followed by handing over duties of Academics in the second half of the day.
2	Darsana Nair V.	IITPKD1007	Junior Superintendent	Academics	Stores and Purchase	
3	Ahana V. S.	IITPKD1150	Junior Assistant	Finance and Accounts	Faculty Matters - Ahalia campus and Hostel Accounts (Half time in each section)	Handing over duties of Finance and Accounts in the first half of the day followed by handing over duties of Faculty Matters in the second half of the day.
4.	Sagayaraj L.	IITPKD1137	Junior Assistant	Faculty Matters - Ahalia campus	Finance and Accounts	
5.	Praseeda T. P.	IITPKD1142	Junior Assistant	Finance and Accounts	Faculty Matters - Nila campus and ICSR (Half time in each section)	Handing over duties of Finance and Accounts on the first three days followed by handing over duties of Faculty Matters/ICSR on the next two days.
6.	Prethusha P. M.	IITPKD1141	Junior Assistant	Faculty Matters - Nila campus and ICSR (Half time in each section)	Finance and Accounts	

7.	Anitha Mani D.	IITPKD1090	Junior Superintendent	Academics	Finance and Accounts	Handing over duties of Academics in the first half of the day followed by handing over duties of Finance and Accounts in the second half of the day.
8.	Appu P. S.	IITPKD1100	Junior Superintendent	Finance and Accounts	Academics	

The above mentioned transfer of employees to their respective sections will be with immediate effect except for the Junior Superintendents mentioned at Ser No 7 and 8 above. Ms. Anitha Mani D. and Shri. Appu P.S. will start their handing over formalities with effect from 21 Dec 2020. The employees should endeavour to hand over their existing portfolio of tasks and take over the responsibilities of the newly assigned functions within one week.



(Col. S. Chakraborty)
Registrar

Copy To:

1. All the employees listed above (through Email)
2. Director's Secretariat
3. Section Heads
4. Personal Files



OFFICE ORDER

Sub: Internal Transfer of Employees

The following transfers are hereby ordered on organizational interest.

S. No.	Employee Name	Employee ID	Designation	Section	
				From	To
1	Ms. Thenmozhi N	IITPKD1008	Junior Superintendent	Stores and Purchase	EWD
2	Mr. Ramesh S	IITPKD1052	Junior Superintendent	EWD	Stores and Purchase
3	Mr. Arun S	IITPKD1093	Junior Assistant	Finance and Accounts	Stores and Purchase
4	Mr. Vivek K. S	IITPKD1085	Junior Assistant	Personnel	HR

The above transfer of employees to their respective sections will be with immediate effect. The employees are requested to carry out the handing and taking over of the documents and ensure smooth taking over of charge of their new assignments by **20-01-2020**.

This issues with the approval of Competent Authority.

(Col. S. Chakraborty)

Registrar

कूलसचिव / Registrar

भारतीय प्रौद्योगिकी संस्थान पालक्काड
Indian Institute of Technology Palakkad
पालक्काड - ६७८ ५५७ Palakkad - 678 557

Copy to:

1. Office of the Director – For the kind information of the Director
2. Deans
3. Chairperson, EWD
4. Deputy Registrar
5. Assistant Registrars
6. Employees listed above (through Email)
7. Personal Files