

DEPARTMENT OF CHEMISTRY
WORK ASSIGNMENT
Duties and Responsibilities:

Name: Geeta Chamoli
Designation: Superintendent
CHM OFFICE

Maintaining the compensatory leave records of the CHM Office.

Processing of the certificates, related to Ph.D. students & Tech. Staff

"No Dues" clearance process for Ph.D. scholars, M.Sc. students, and FARE Fellows.

The booking of the Visitor's Hostel (V.H.) through the CHM Office.

Processing students' Teaching Assistantship (TA) duties on a semester-wise basis.

Handling matters related to staff, students, and FARE Fellowship (Route all financial matters to Store) activities within the CHM Office.

Bonafide and NOC Related work

Refreshments for Departmental Seminars & Meetings (HoD, DPGC and Faculty)

Other work assigned by the HoD from time to time. All other residual work not mentioned as assigned will be overseen by Ms. Geeta Chamoli.

Supervision of all CHM Office staff in FB 431

Name: Zainab Fatma
Designation: Junior Assistant
CHM OFFICE

Work related to PhD Students regarding academics

Providing dates for SOTA, Open, and Defence.

Mail and reminder mail for SOTA, Open, and Defence.

Process all papers related to the Comprehensive Exam., Graduate Seminar, Open Seminar, Defence.

Mail the approved papers to the Supervisor and Student.

Upload all approved papers in the respective file of students in One Drive, received from SPGC.
Honorarium and TA-related paper process for outsider examiner comes to conduct Defence seminar.

Process the papers for the release of the fellowship of the students every month.

Fellowship Activation-related work of UGC and CSIR students

Process miscellaneous papers of Ph.D. Students.

Name: Ms. Supriya Srivastava
Designation: Jr. Assistant
CHM OFFICE

- 1) Ph.D. Admission in coordination with DPGC.
- 2) Faculty Recruitment, DFAC-related & Senate-related work as assigned by HoD from time to time.
- 3) IPDF related work (Recruitment, Joining, Extension, etc.). No-dues in coordination with Mr. Gaurav Yadav.
- 4) Visiting Professor related work (Joining, Honorarium, Extension, Accommodation & No Dues) in coordination with Mr. Gaurav Yadav.
- 5) Work related to M.Sc. (PG) and UG Students with coordination to DPGC and DUGC.
- 6) Pingala related work (Update Supervisor [Thesis Administration] & Student Leave).
- 7) SSPC-related work (Scholarship & Awards) from time to time.

- 8) All seminars related to DORA. This includes processing reimbursement claims from DORA office, posters making, guest accommodation, taxi arrangement, air tickets and arrangement of refreshments during the seminars in coordination with Mr. Gaurav Yadav.
- 9) Convocation Award (UG) and coordination with DPGC/DUGC during convocation.
- 10) Record of Summer Interns and Student Leave Maintenance.
- 11) Pingala Complaints related to Department through IWD and FORM-101 (IWD).
- 12) Any other miscellaneous work as assigned by HoD from time to time.

Name: Ms. Divya Umrao
Temp.Staff
CHM OFFICE

Room booking for Graduate Seminar, Open Seminar, Defence, other department meetings and Class Schedule.

Question Papers printing work for all Faculty members.

Courier, Speed post and other papers receiving and dispatching to respected places.

Maintains dispatch register (PEON BOOK) and MS-Excel file (outwork and Inward)

Maintenance of files of the Students, Staff and IPDF of Chemistry Department on daily basis

Update Faculty Names Display Board of the dept.

All works assigned by HoD & seniors from time to time.

Name: Mr. Gaurav Yadav
Designation: Superintendent
CHEMISTRY STORES

- 1- Maintain Departmental Budget [AC-1] & DPA [AC-2] - overhead share of all faculty members [AC-2].
- 2- Payment process of Contingency bills related to Faculty members (AC-1, CPDA, DPA & Projects), IPDFs, PMRFs, FARE & DST Inspire.
- 3- Travel Allowance (TA) bill process of Faculty members (CPDA, DPA & Projects), Ph.D Students, IPDFs, PMRFs, FARE & DST Inspire.
- 4- No-Dues (Financial) process related to Faculty members, Visiting Professors, Projects appointments, IPDF, PMRF, FARE & DST Inspire.
- 5- Works related to Central Store & Purchase Section (Local & Import) i.e. Committee Approval, Purchase Indent Form, IR Report etc. from AC-1 and AC-2 both.
- 6- Physical Stock Verification related to all labs/offices of the Department.
- 7- Write-Off/buy-back process of old unused material/items all labs/offices of the Department.
- 8- Works related to Departmental Space Allocation Committee [DSAC].
- 9- Arrangement and different coordination with DUGC/DPGC in Convocation.
- 10- Supervising daily wages staff in day to day activities of the Department.
- 11- Gate-pass procedure for taking out scientific equipment's/machines/computers/printers etc. from IITK campus of various labs/offices of the Department.
- 12- Other works assigned by the Head Chemistry from time to time.

Note: All papers related to Financial Budget (A/C 1 and A/C 2) must pass through CHM Store Office i.e. Committee Approval, Students TA Form (because All Budget of A/C 1 is maintained by CHM Store)

Name: Mr. Rizwan Khan
Temp. Staff:

All technical assistance to departmental meetings, conference, seminars, students' viva/defense and arrangement of online meeting equipment's setup.

Store & Purchase related work like Stock Entries (Cons, Non-Cons, LTAS) and record maintenance.

Physical Stock Verification work in coordination with Mr. Gaurav Yadav.

Accounts related work like Departmental Budget A/C 1, DPA & projects.

Stock register entry of bills related to CPDA ,AC-1,AC-2 of Faculty members.

Process of contingency bills of IPDF, PMRF, FARE & DST Inspire.

Travel Allowance (TA) bill process of Faculty members (CPDA, DPA & Projects), Ph.D Students, IPDFs, PMRFs, FARE & DST Inspire in coordination with Mr. Gaurav Yadav.

Other miscellaneous work like Dak, Dispatch (Store), etc.

Other work assigned by HoD, DPGC, DUGC and other faculty members from time to time.