



IIT PALAKKAD

Indian Institute of Technology Palakkad

भारतीय प्रौद्योगिकी संस्थान पालक्काड

Under Ministry of Education, Govt. of India

शिक्षा मंत्रालय के अधीन, भारत सरकार

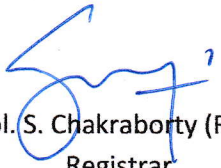
IITPKD/RO/NF/2021-2022/004

22 April 2021

**OFFICE ORDER**

**Duties and Responsibilities of the Liaison Officer:**

1. Further to our Office Order No. IITPKD/RO/OO/2019-20/007 dated 12/12/2019
2. Ms. Thasnin Harish C M, Assistant Registrar is hereby appointed as the Liaison Officer of IIT Palakkad in respect of matters relating to the representation of Scheduled Castes, Scheduled Tribes and Other Backward Classes. She is also nominated as the Member Secretary of the committee constituted to look into the discrimination complaints received from SC/ST/OBC Students, Teaching Staff & Non-teaching Staff. The duties and responsibilities of the Liaison Officer will be as under:
  - (a) Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes, Scheduled Tribes and Other Backward Classes and other benefits admissible to them.
  - (b) Ensuring timely compilation of SC/ST/OBC Reports for the Institute and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Institute and sending the consolidated reports in the prescribed proforma as and when sought by higher authorities.
  - (c) Acquainting herself well in time about the dates of various DPCs, which will be held in future.
  - (d) Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes and the National Commission for Scheduled Tribes in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for their annual report.
  - (e) Conducting annual inspection of the reservation registers/roster registers maintained in the Institute with a view to ensuring proper implementation of the reservation orders.
  - (f) Responsible for supply of information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.
  - (g) Performing any other work as may be delegated by the Competent Authority of the Institute.
3. This is issued with approval of the Director.

  
(Col. S. Chakraborty (Retd))  
Registrar

कूलसचिव / Registrar

भारतीय प्रौद्योगिकी संस्थान पालक्काड  
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पालक्काड - ६७८ ५५७ Palakkad - 678 557

**Copy to:**

1. Directorate – For kind information of the Director
2. Dean (Admin)
3. Ms. Thasnin Harish C M, Assistant Registrar
4. Personnel Section
5. Web Admin – For publication in the website
6. File