



## Indian Institute of Information Technology, Lucknow

Chak Ganjaria (C.G.) City,  
Lucknow – 226002, (U.P) – India

**भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ**

चकगंजरिया (सी.जी.) सिटी,  
लखनऊ 226002 - उत्तर प्रदेश, भारत

Web: <https://www.iiitl.ac.in>

email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F. No: IIITL/00/2021

Date: 04.03.2021

### OFFICE ORDER

Subject: Assignment of Duties-reg.

The following duties are assigned to the concerned persons as per below mentioned details:

Sr. No.	Name of the faculty member	Details of Duties
01.	Dr. Niharika Anand	Faculty Incharge- PG & Research, Faculty Incharge- Network and Faculty Incharge Vigilance
02.	Dr. Vinod Kumar	Warden- Boys Hostel

2. This is with immediate effects and until further orders.

*V.K. Singh*  
04/03/2021  
Deputy Registrar  
IIIT Lucknow

#### Copy to (Through mail):

1. The Director- As per orders please.
2. All Faculty/Officers/Staff



## Indian Institute of Information Technology, Lucknow

Chak Ganjaria (C.G.) City,  
Lucknow – 226002, (U.P) – India

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Web: <https://www.iiitl.ac.in>

email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F. No: IIITL/00/2020

Date: 12.11.2020

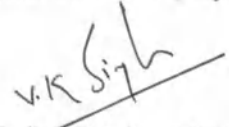
### Office Order

Consequent upon reporting for duty, the following staff members have been taken on the strength of IIIT Lucknow as per below mentioned details: -

S.No.	Name	Designation	DOJ	Pay Level & Pay (in Rs.)
01	Shri Arun Singh Yadav	Junior Assistant	04.11.20(FN)	Level 03 & Rs. 21,700/-
02.	Smt. Swabhi Singh	Junior Technical Superintendent	09.11.20 (FN)	Level 06 & Rs. 35,400/-

Date of Next Increment- 01.07.2021

2. The above pay fixation shall be subject to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.

  
(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

Copy to (Through email): -

1. The Director- as per orders please
2. The concerned persons-
3. The Dean Academics/Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile updation on website
6. Shri Deepak Shukla- for issuance of ID Card
7. Shri Satyam Tandon- for Service Book preparation
8. Sh. Nitin- for Salary Matters
9. Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined staff members



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### Office Order

Des. No- 739

F. No: IIITL/Consultant/2020

Date: -11.11.2020

In pursuance of Offer Letter No. IIITL/Consultant/2020 dt. 11.09.2020, Sh. Avanish Kumar Srivastava, has reported for duty on 16.09.2020 (FN) as Consultant (Internal Audit).

2. The assignment is for one year w.e.f. date of Joining of Sh. Shrivastava and Sh. Srivastava shall be paid Rs. 30,000/- (Rs. Thirty Thousand only) per month. He will be available in his office for 2 days in a week (Tuesday and Friday) and 8 days in a month.
3. This Issues with the approval of the competent authority.

(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

### Copy To (Through email):-

1. The Director- as per orders please
2. The concerned person
3. The Dean Academics/Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile updation on website



**Indian Institute of Information Technology, Lucknow**

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**भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ**

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**OFFICE ORDER**

F.No. IIITL/00/2019

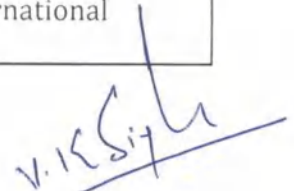
Date: 03.09.2020

Sub: Assignment of Duties- reg.

The following duties are assigned to the concerned persons as per below mentioned details: -

S.No.	Name of the Faculty Member	Details of Duties
01.	Dr. Brijesh Chauarsia, Assistant Professor & Interim HoD(IT)	In-Charge- Network, Internet, E-mail, Domain Creation and other associated activities
02.	Dr. Bindu, Assistant Professor	In-charge/Coordinator- Entrepreneurship Cell/Innovation Centre
03.	Dr. Neelu, Assistant Professor	In-charge/Coordinator- a)Media & PR b)Foreign Collaboration & International Students Office

2. This is with immediate effects and until further orders.

  
Deputy Registrar  
IIIT Lucknow

Copy to (Through email):

1. The Director- As per orders please
2. All Faculty/Officers/Staff



AR Admin &lt;ar.aes@iiitl.ac.in&gt;

## Constitution of Internal Complaint Committee (ICC) of IIIT Lucknow as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013-reg.-

AR Admin &lt;ar.aes@iiitl.ac.in&gt;

Thu, Jul 9, 2020 at 4:21 PM

To: everyone &lt;everyone@iiitl.ac.in&gt;

Cc: Director IIIT Lucknow &lt;director@iiitl.ac.in&gt;, neelam.bhakuni@rediffmail.com

### भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

Indian Institute of Information Technology, Lucknow

#### Sub:- Formation of Internal Complaints Committee (ICC)-reg.

1. **Background:-** In pursuance of the direction of the Honorable Supreme Court in VISHAKA and ORS.v. STATE OF RAJASTHAN and ORS. (JT 1997(7) SC 384) and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, it has now become mandatory to constitute Internal Complaints Committee at all the workplaces to look after all such complaints (as prescribed in the Act) made by the aggrieved female persons.

2. **Who can file the complaint:-** a) Any woman employee of IIIT Lucknow including faculty and staff as well as any woman residing in the Campus or visiting the Campus in any capacity may file a complaint against an incident of sexual harassment.

b) Any student, irrespective of age and/or gender, may file a complaint against an incident of sexual harassment.

3. **Unwelcome acts or behavior** (whether directly or by implication):-

- Physical contact or advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4. **Circumstances leading to Sexual Harassment:** - The following circumstances, among other circumstances if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment: -

- Implied or explicit promise of preferential treatment in her employment; or
- Implied or explicit threat of detrimental treatment in her employment; or
- Implied or explicit threat about her present or future employment status; or
- Interference with her work or creating an intimidating or offensive or hostile work or environment for her; or
- Humiliating treatment likely to affect her health or safety.

5. **How to file a complaint?**

A formal written complaint must be filed either as a hard copy or an email within 90 days of the incident about which the complaint is being filed. The ICC is required to complete the process of inquiry and submit its report within 90 days of the filing of the complaint. The formal complaint must contain the following:

5 / 11.



- a. Date and time of the incident
- b. The place where it occurred
- c. Name and contact information of the accused
- d. Name and contact information of witnesses
- e. Detailed description of the incident

This cell shall undertake inquiries with regard to complaints of sexual harassment from aggrieved women employees (as defined under the Act, 2013). The complaint is kept totally confidential, and adequate protection is provided to the complainant, where necessary. Complaints are heard expeditiously while adhering to the principles of Natural Justice. Necessary recommendations are provided to the Authority on the basis of the findings of the inquiry.

**6. Constitution of Internal Complaint Committee (ICC) :-** In terms of Section 4 of the Act, the committee is constituted as under:-

Name	E-mail Id	
Dr. Indira Mishra, Asst. Professor	<a href="mailto:indira@iiitl.ac.in">indira@iiitl.ac.in</a>	Presiding Officer
Dr. Niharika Anand, Asst. Professor	<a href="mailto:niharika@iiitl.ac.in">niharika@iiitl.ac.in</a>	Member
Dr. Vishal Krishna Singh, Asst. Professor & Deputy Registrar (Off.)	<a href="mailto:vks@iiitl.ac.in">vks@iiitl.ac.in</a>	Member
Dr. Bindu Singh, Asst. Professor	<a href="mailto:bindu@iiitl.ac.in">bindu@iiitl.ac.in</a>	Member
Dr. Neelu, Asst. Professor	<a href="mailto:neelu@iiitl.ac.in">neelu@iiitl.ac.in</a>	Member
Smt. Neelam Bhakuni	<a href="mailto:neelam.bhakuni@rediffmail.com">neelam.bhakuni@rediffmail.com</a>	External Member

7. The copy of the Act and Handbook issued by Ministry of Women and Child Development are also attached herewith. This is issued with the approval of the competent authority.

cc:- Shri Vijay- Pl. update the website accordingly.


Thanks and Regards/ धन्यवाद एवं आभार ।

Abhishek Kumar Verma/अभिषेक कुमार वर्मा

Assistant Registrar/ सहायक कुलसचिव

Indian Institute of Information Technology Lucknow / भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

## 2 attachments

 **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.pdf**  
372K

 **Handbook on Sexual Harassment of Women at Workplace (1).pdf**  
3305K



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Web: <https://www.iiitl.ac.in>

email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F. No: IIITL/00/2019

Date: 03.07.2020

### Office Order

The undersigned is directed to apprise that until further orders, the following faculty members of the Institute have been assigned duties as per below mentioned details: -

Sr. No.	Name	Role
01.	Dr. Dhananjoy Dey (Assoc. Professor)	Dean- Infrastructure, Planning and Resource Management (IPR)(Interim)
02.	Dr. Vinod Kumar (Asst. Professor)	HoD (Management & Humanities) (Interim)
03.	Dr. Soumendu Chakraborty (Asst. Professor)	HoD (Computer Science) (Interim)

2. This issues with the approval of the competent authority.

*V.K Singh*  
03/07/2020  
(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

Copy to (Through email): -

1. The Director- as per orders please
2. The concerned persons.
3. The Dean Academics/Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id (Dean(IPR), HoD(CS),  
HoD(M&H)) and profile updation on website



## Indian Institute of Information Technology, Lucknow

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email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

F. No: IIITL/00/2019

Date: 03.07.2020

### Office Order

Consequent upon reporting for duty w.e.f. 01.07.2020, the following faculty members have been taken on strength of the IIIT Lucknow as per below mentioned details: -

Sr.No.	Name	Designation	Pay Level & Pay (in Rs.)
01	Dr. Dhananjoy Dey	Associate Professor (Mathematics)	Level 13B & Rs. 1,39,600/- (Provisional)
02.	Dr. Vinod Kumar	Assistant Professor (Management)	Level 12 & Rs. 1,01,500
03.	Dr. Indira Mishra	Assistant Professor (Mathematics)	Level 11 & Rs. 71,000
04.	Dr. Bindu Singh	Assistant Professor (Management)	Level 10 & Rs. 70,900/-

Date of Next Increment- 01.01.2021

2. The above pay fixation shall be subject to the audit comments and recovery of excess payment, if any, shall be made as per the extant rules.

*V.K. Singh*  
03/07/2020  
(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

Copy to (Through email): -

1. The Director- as per orders please
2. The concerned persons- They are requested to submit the Medical Certificate to the Admin Office.
3. The Dean Academics/Faculty Members
4. All officers & staff members
5. Shri Vijay Kumar Singh- for issuance of email id and profile updation on website
6. Shri Deepak Shukla- for issuance of ID Card
7. Shri Satyam Tandon- for Service Book preparation
8. Sh. Nitin- for Salary Matters
9. Shri Arunesh Singh- for Issuance of PC/Laptops to the newly joined faculty members.



# भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ

## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW

(An Institute of National Importance by Act of Parliament)

CG City, Lucknow-226002

Web : [www.iiitl.ac.in](http://www.iiitl.ac.in)

E-mail : [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

Des. No:535

F.NO: IIITL/00/2019

Date: 17.09.2019

### OFFICE ORDER

On the recommendation of the Selection committee & consequent upon accepting the offer of appointment as Institute Medical Officer, IIITL (Part Time basis), Director of IIIT Lucknow is pleased to appoint Dr. Nagendra Mohan Mathur as an Institute Medical Officer(IMO) (Part Time) on a fixed remuneration of Rs. 35000/- per month with effect from the date of his joining i.e. 20.08.2019(FN) for 1 year or till further orders, whichever is earlier.

2. The appointment is purely temporary in nature and this order does not guarantee Dr. Mathur any permanent appointment in this Institute. The Institute shall have every right to terminate the services of IMO at any time without assigning any reasons.

3. Dr. Mathur will sit in the Room No. 102 at Institute Hostel between 05:00 P.M to 07:00 P.M (All days) and he will look after the general medical treatment of employees, their dependent family members and students along with the verification/countersigning of the medical bills of Employees, their dependent family members and Students, and forward the same for reimbursement. He shall also refer the case of employees to the C.G.H.S empaneled hospital.

4. This issues with the approval of the Competent Authority.



Dy. Registrar  
IIIT Lucknow

To,

Dr. Nagendra Mohan Mathur  
IMO, Room No #102, IIITL Hostel.

Copy to:

1. Director-for kind information please.
2. AR(AES)
3. AR(AFA)
4. Personal File/Concerned File
5. Everyone-Through e-mail (All the employees, their dependent family members & all the students are encouraged to utilize the medical facility provided by the Institute.

F.NO- IIITL/OO/2019

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ  
Indian Institute of Information Technology, Lucknow

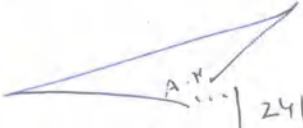
CG City, Lucknow

Date- 24.07.2019

**Order**

**Sub: Appointment of Officiating Dean (Academic Affairs) (I)**

Shri Ashutosh Mishra, Associate Professor will take over the charge of Officiating Dean (Academic Affairs) as an interim measure with immediate effect until further orders.

  
24/7/19  
**Director**

To,

Dr. Ashutosh Mishra, Associate Professor, IIITL

Copy To,

1. Dr. Mary Samuel, Asst. Professor- for handing over the charge to Dr. Mishra
2. Everyone- through email
3. Shri Vijay Kumar Singh- for placing the Information on Website [www.iiitl.ac.in](http://www.iiitl.ac.in)

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ  
(संसदीय अधिनियम द्वारा अधिकृत राष्ट्रीय महत्व का संस्थान)  
Indian Institute of Information Technology, Lucknow  
(An Institute of National Importance by Act of Parliament, Under PPP Mode)  
Camp Office - IIIT-Allahabad, Deoghat, Jhalwa, Allahabad - 211015 (U.P.) INDIA

IITL/2019/Library/NS2

In view of administrative and expenditure approval on NS1, financial quotations from the vendors are to be invited. In this regard the following is submitted:

1. As per discussion and instructions given by with competent authority (Director IIIT L) process of tendering for procurement of books may start, in view of upcoming semester which begins from August 12<sup>th</sup>-2019 as per the academic calendar. In considerations of above facts the institution may call the quotations from at least 3 vendors.

2. Accordingly as per above discussion a financial quotes opening committee of following member may be nominated to process the quotations.

a) Dr. Brijesh Kumar Chaurasia	HoD IT	Chairman
b) Dr. Niharika Anand	Faculty In-Charge Library	Member
c) Dr. Soumendu Chakraborty	Assistant Professor IT	Member
d) Sh. Vivekanand Sinha	Assistant Registrar (AFA)	Member
e) Sh. Abhishek Verma	Assistant Registrar (AES)	Member

For your kind approval.

Niharika  
16/7/19.

Niharika  
16/7/19.  
Faculty In-charge  
Library

Director

Approved

A.M.V.  
16/7/19



# Indian Institute of Information Technology, Lucknow

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Lucknow – 226002, (U.P) – India

**भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ**

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email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

Des. No: 722

F. No.: IIITL/00/2020

Dt: 21.09.2020

## OFFICE ORDER

### **Sub:- Formation of various Department of the Institutes-reg.**

The undersigned is directed to apprise the formation of various department of the Institute as under: -

Name of the Department	Faculty Members
Department of Information Technology	Dr. Brijesh Chaurasia, Head Dr. Niharika Anand, Asst. Professor Respective Guest Faculty
Department of Computer Science	Dr. Soumendu Chakraborty, Head Dr. Vishal Krishna Singh, Asst. Professor Respective Guest Faculty
Department of Management & Humanities	Dr. Vinod Kumar, Head Dr. Bindu, Asst. Professor Dr. Neelu, Asst. Professor Respective Guest Faculty
Department of Mathematics	Dr. Dhananjay Dey, Head Dr. Indira Mishra, Asst. Professor Dr. Mary Samuel, Asst. Professor

2. Dr. Mary Samuel shall also be in charge of Timetable.
3. This issues after obtaining the approval of the competent authority.

(Dr. Vishal Krishna Singh)  
Deputy Registrar (Off.)

### **Copy to (Through email): -**

1. The Director- as per orders please
2. The Dean Academics/Faculty Members
3. All officers & staff members



# भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

(संसदीय अधिनियम द्वारा अधिकृत राष्ट्रीय महत्व का संस्थान)

**Indian Institute of Information Technology, Lucknow**

(An Institute of National Importance by Act of Parliament, Under PPP Mode)

**Camp Office - IIIT-Allahabad, Deoghat, Jhalwa, Allahabad - 211015 (U.P.) INDIA**

F.No.: IIITL/ORI/2019/304

Date: 4/1/19

## Sub: Work Allocation

With a view to facilitate the smooth and independent operations of IIIT Lucknow, following work allocation shall take immediate effect:

Sl. No.	Designation (Name)	Work Allocation	Remarks
1	Deputy Registrar (DR) (Sh Amit Kumar Singh)	Administration, Establishment, Academic, Accounts, Stores, etc.	-
2	Assistant Registrar (AR-AES) (Sh Abhishek Kumar Verma)	Administration Establishment and Stores	Junior Superintendent Sh Divyanshu Verma shall be attached with the AR for the assigned works
3	Assistant Registrar (AR-AFA) (Sh Vivekanand Sinha)	Academic, Finance and Accounts	Junior Superintendent Sh Nitin Tiwari shall be attached with the AR for the assigned works
4	Junior Technical Superintendent (JTS1) (Sh Vijay Kumar Singh)	Network Operations including email/LDAP etc., Maintaining of N/W Infrastructure etc.	Shall be reporting directly to the Head (IT), IIIT Lucknow.
5	Junior Technician (JT1) (Sh Arunesh Singh)	Maintenance and Asset Management of Computers, Laptops, Peripherals and other electronic Equipments, Assisting in conduct of routine Labs.	
6	Junior Technician (JT2) (Sh Deepak Shukla)		
7	Junior Technician (Library) (JTL) Ms Monika Jain	Library and Scholarship Works	

Note – In addition to the specified works, the above incumbents may be assigned other works as per the dynamic needs of the Institute.

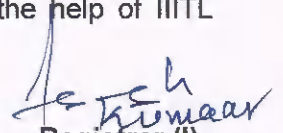
## **2. To effect the above, the Staff Members of IIIT Allahabad, who were looking after various works are accordingly desired to hand over the related files as hereunder:**

- DR Establishment, IIITA** – To transfer the records and files pertaining to Establishment Matters, etc and Recruitment (All – Teaching, Administrative and Technical) to Sh Amit Singh, DR, IIITL.
- Ms Jagriti Bajaj** – To handover the records and files pertaining to IIITL Scholarship matters to Ms Monika Jain.
- Sh Sanjay** - To handover the records and files/Registers etc pertaining to IIITL Stores matters to Sh Divyanshu Verma.
- Sh Rajiv Bhatia** - To handover the records and files/Registers etc pertaining to IIITL Accounts / Finance matters to Sh Vivekanand Sinha.

Contd. Pg 2/-



3. For Academic Administration Matters the Asstt Registrar looking after Academic Affairs shall report directly to the Head (IT), while for the rest of the Officers and Staff members through the Deputy Registrar.
4. While the services rendered by the IIITA Officers and Staff Members who are handing over the charge of various functions to the IIIT Lucknow counterparts are greatly appreciated, it is expected that they shall continue to assist the newly recruited IIIT L Staff to meet the institutional requirements. All IIIT L Officers and Staff are also accordingly desired to imbibe as much as possible by them to ensure that IIIT L is able to run independently, once it moves physically to Lucknow.
5. The Registrar (I) shall continue to act as the Secretary GB / BOG and liason with MHRD, State Govt etc. The DR(F&A), IIITA shall similarly look after the Finances arrangement work from MHRD alongwith the Registrar (I) and also act as the Secretary of the Finance Committee of IIIT L. Both of them shall also be available to IIIT L Officers and Staff members for any kind of support desired.
6. The Co-ordination Committee constituted for IIIT Lucknow earlier while stands dissolved, the committee of The Head (IT), The Registrar (I) and The DR(F) shall act as the oversight committee to see towards the completeness of the Campus at Chak Ganjeria, Lucknow, with the help of IIITL Officers and staff on need basis.

  
Registrar (I)

**Copy to:**

**Hon. Mentor Director IIIT L and Director IIITA – As per orders pl.**

**All Concerned**

**Everyone at IIITL – by email**

# भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

(संसदीय अधिनियम द्वारा अधिकृत राष्ट्रीय महत्व का संस्थान)

**Indian Institute of Information Technology, Lucknow**

(An Institute of National Importance by Act of Parliament, Under PPP Mode)

**Camp Office - IIIT-Allahabad, Deoghat, Jhalwa, Allahabad - 211015 (U.P.) INDIA**

F.No.: IIITL/00/2019

Date: 13/03/19


## Sub: Work Allocation

With a view to facilitate the smooth and independent operations of IIIT Lucknow and in continuation of earlier order No. IIITL/ORI/2019/304 dt. 04.01.2019, following work allocation shall take immediate effect.

S.No.	Name	Work Allocation	Remarks
01.	Dr. Brijesh Kumar Chaurasia	Interim Head & Coordinator, Admissions & Exam & HoD(IT)  Until further orders	Consequent upon abortion of various committees constituted/offices by the Former Mentor Director, IIITL vide O.M No. IIITA/DIR/6-20/2019 dt. 27.02.2019
02.	Shri Vijay Kumar Singh	Dealing with correspondence and phone calls for Director. Managing diary and organizing meeting and appointments, booking and arranging travel, transport and accommodation. (in Addition to the existing work Allocation)	Sh. Arunesh Singh shall look after the additional work assigned to Sh. Vijay Kumar Singh in his absence. (in Addition to the existing work Allocation)
03.	Shri Shivam Dubey	Shri Shivam Dubey is attached with AR_AFA for the assigned works.	
04.	Shri Satyam Tandon	Shri Satyam Tandon is attached with AR-AES for the assigned works.	Shri Tandon will report to AR_AFA for the salary work and for rest of the things he will report to AR_AES
05.	Shri Deepak Shukla	Sh. Deepak Shukla shall be attached with Administration for additional support. (in Addition to the existing work Allocation)	Shri Shukla will report to Deputy Registrar for the additional assignment of duties.

In addition to the specified works, the above incumbents may be assigned other works as per the dynamic needs of the Institute.

2. This issues with the approval of competent authority.

  
Deputy Registrar  
IIIT Lucknow

Copy to:

- Director, IIIT Lucknow-as per orders pl.
- All concerned