

No: SGTU/RO/52/2025/10668

 Dated: 06th November, 2025

Office Order

Subject: Constitution of a Multi-Domain Coordination Team under the Office of the Vice-Chancellor- Reg.

In order to ensure effective coordination, enhanced efficiency, and smooth execution of key academic, administrative, and student-oriented activities, a dedicated coordination team is being constituted under the Office of the Hon'ble Vice-Chancellor. This team will function across multiple domains to support strategic initiatives and strengthen institutional governance.

Objectives:

1. To streamline communication and coordination across various academic and administrative domains.
2. To enhance institutional efficiency through well-defined roles and responsibilities.
3. To ensure systematic documentation, reporting, and monitoring of initiatives from different units.
4. To maintain effective liaison between the VC Office and various departments, and committees.

Team:

S. No.	Name of Faculty Member	Designation	Assigned Domain	Proposed Role Title	Reporting To
1	Dr. Pradeep Malik (SABS)	Associate Professor	Student Section	<ul style="list-style-type: none"> • Student Sections • ERP 	VC Office
2	Dr. Mukesh Kumar (SABS)	Associate Professor	Research	<ul style="list-style-type: none"> • Research, Innovation and New Initiatives • International Relation • New Centers 	VC Office
3	Dr. Amita Arora (SOCM)	Associate Professor	Community	<ul style="list-style-type: none"> • Extension and Community Engagement (SVSP, Panchayati Raj, SGT ka Sparsh) • Online Education 	VC Office



S. No.	Name of Faculty Member	Designation	Assigned Domain	Proposed Role Title	Reporting To
4	Dr. Ankita Sharma (FDSC)	Associate Professor	Faculty Affairs	<ul style="list-style-type: none"> Academic Affairs Coordinator – Medical Faculty Curriculum Development Support 	VC Office
5	Dr. Anjana Dash (SOCM)	Assistant Professor	Student Domain	<ul style="list-style-type: none"> Student Grievances, all matters related to DSU Office Proctor Admissions Campus Development aligned with SDG Goals 	VC Office
6	Mr. Tushar (SHSL)	Assistant Professor	Student Domain	<ul style="list-style-type: none"> Student Affairs and Well-being Coordinator Pedagogy Bench-marking with Best Practices 	VC Office
7	Mr. Deepak (SHSL)	Assistant Professor	Faculty Affairs	<ul style="list-style-type: none"> Academic Affairs Coordinator – Non-Medical Faculty Curriculum Development Support Placement Alumni Association Industry - Academic Collaboration 	VC Office
8	Dr. Shobhit Maheshwari (FEAT)	Assistant Professor	Documentation	<ul style="list-style-type: none"> Communication, Documentation and Follow-up with Faculty/Department Coordinator Examinations 	VC Office
9	Dr. Aditi (SPHY)	Assistant Professor	Data	<ul style="list-style-type: none"> Data Management IQAC, Ranking Centre of Excellence AI 	VC Office



VC Office Working Hours

S.NO.	Day	Time	Group 1	Day	Time	Group 2
1	Monday	2 PM - 4 PM	Dr. Pradeep Malik (SABS), Dr. Amita Arora (SOCM), Dr. Ankita (FDSC),	Tuesday	2 PM - 4 PM	Dr. Mukesh Kumar (SABS), Dr. Anjana Dash (SOCM), Mr. Deepak (SHSL), Dr. Shobhit Maheshwari (FEAT),
2	Wednesday	2 PM - 4 PM	Mr. Tushar (SHSL),	Wednesday	11 AM - 1 PM	Dr. Manvi Singh (SGTCOP)
3	Friday	2 PM - 4 PM	Dr. Aditi (SPHY)	Thursday	2 PM - 4 PM	
4	2nd & 4th Saturday	Full Day		2nd & 4th Saturday	Full Day	

***Note** – Members can be called to the VC office as and when required.

KRA of the officials are attached at **Annexure- A**


Registrar

Ends.No: SGTU/RO/52/2025/10669-10708

Dated:06th November, 2025

A copy is forwarded to the following for information and necessary action:

1. PA to the VC for kind information of the Hon'ble Vice Chancellor
2. PA to PVCs for kind information of the Pro Vice Chancellors
3. All Deans/Directors/Principals
4. Dr. Pradeep Malik, Associate Professor, SBAS
5. Dr. Mukesh Kumar, Associate Professor, SBAS
6. Dr. Amita Arora, Associate Professor, SOCM
7. Dr. Ankita Sharma, Associate Professor, FDSC
8. Dr. Anjana Dash, Assistant Professor, SOCM
9. Mr. Tushar, Assistant Professor, SHSL
10. Mr. Deepak, Assistant Professor, SHSL
11. Dr. Shobhit Maheshwari, Assistant Professor, SOET
12. Dr. Aditi, Assistant Professor, SPHY
13. JR/Head Admin/Head HR/Head IT
14. Office file


Registrar