



Indian Institute of Technology Guwahati

Office Structure

Section / Person	Reports to
Administration <ul style="list-style-type: none"> • Staff matters including recruitment • Board Meetings, Directors' Meetings • Ministry, Parliament & other queries • Hindi translations • Legal Matters • Despatch & Reception 	Registrar
Administration <ul style="list-style-type: none"> • Faculty Matters including recruitment • International Conference/Travel Support 	Dean Faculty
Finance and Accounts	Registrar
Stores and Purchase	Dean Administration
Academic <ul style="list-style-type: none"> • UG • PG • Summer Internships 	Dean Academic Affairs
QIP	Dean Academic Affairs
Placement and Training	Director
Research and Development <ul style="list-style-type: none"> • sponsored projects • consultancies • short courses (other than QIP) 	Dean Research and Development
Students <ul style="list-style-type: none"> • scholarships – internal (MCM) and external • concessions • discipline 	Dean Students
Students' Gymkhana	Dean Students
Chairman Hostel Management	Dean Students
Public Relations <ul style="list-style-type: none"> • Annual Reports • Convocation Reports • Printing of Institute Brochures, Annual and Audit Reports etc. • Publishing Institute Newsletter • Press Releases and interaction with Press • Library of PR material from other organisations. 	Registrar and Director
Establishment	Dean Administration

<ul style="list-style-type: none"> • Transport • Guest House • Garbage Disposal • Cleaning Services • Space Management • Medical Section (Doctor in charge reports to Dean Administration; Establishment assists) • Hosting of Conferences and Seminars 	
External Relations <ul style="list-style-type: none"> • Alumni Affairs • MOUs with other Institutions 	Director
Security (Senior Security Officer)	Dean Administration
Head Computer Centre <ul style="list-style-type: none"> • Central Computing Facility • Campus Network • Internet Facility • Telephones 	Director
Heads of Academic Departments	Director
Heads of Centres	Director
Central Library	Director
Engineering Cell <ul style="list-style-type: none"> • works • maintenance (civil, electrical, water, sports facilities, swimming pool, water coolers and water filters) • operations (pumps, sub-stations, sewerage, water supply) • horticulture 	Dean Institute Works
Internal Audit	Registrar
JEE, GATE, JAM	Director
Registrar	Director
Deans	Director
Chief Vigilance Officer	

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