

Powers and Duties of Officers

Director

The Director is the principal academic and executive officer of the Institute and is responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline therein.

Registrar

The Registrar acts as the Secretary of the Board, Finance Committee and the Senate. The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by the Director.

Officer In-Charge (Stores and Purchase)

Responsible for the procurement of equipment, computer and peripherals, stationery and other items of the institute through local purchase, GeM or e-procurement. The Purchase Section also maintains stores ledger and conducts annual stock taking of all items procured by the institute.

Officer In-Charge (Finance and Accounts)

Responsible for smooth functioning of the Accounts Section including checking and passing of bills and vouchers, submission of monthly/quarterly progress report of expenditure to the higher authorities, dealing with cash and bank transactions and tax matters. She also processes payroll and ensures timely payment of salaries and manages income tax deduction & payments. Also, responsible for ensuring timely audit of annual accounts and dealing with the audit objections.

Officer In-Charge (Academics)

In-charge of Academics Section and works with Dean (Academics) to look after the non-academic administrative functions of the Academics Section including admission and registration of students in various UG and PG courses of the institute, maintain their files and monitor their attendance, grades, grant of allowances and scholarships and issue provisional /degree certificates.

Officer In-Charge (Administration)

In-charge of the Administration Section and to look after the Administration of IIT Goa. Deals with service matters of faculty and staff, including recruitment, training & maintenance of service books and APARs. He is also the CPIO of the institute with respect to RTI matters of the Institute.

Medical Officer

The medical officer is responsible for providing primary healthcare services to students, staff, and faculty of the institution. This includes conducting medical examinations, diagnosing illnesses, and prescribing medications. He/She is also responsible for maintaining accurate medical records of all patients, including medical history, diagnosis, treatment plans, and prescription. He/She may conduct health education programs for students, staff, and faculty to promote healthy lifestyle practices and prevent illnesses. Also, all medical related hospital bills, insurance etc. is checked by the medical officer.

Officer In-Charge (Student Affairs)

In-charge of the student affairs Section and works with the Dean (Student Affairs) to look after all the non-academic administrative functions of the student affairs section. The Indian Institute of Technology Goa campus offers a quintessential environment conducive to engaging students in a variety of recreational and extracurricular pursuits. The Student Affairs Office holds the responsibility of overseeing and managing all facets of student life on the campus. This function is effectively executed through three main entities:

- The Hall office manages activities related to student accommodation and related services.
- The Sports section, equipped with a team of exceptionally skilled sports officers and instructors, spearheads the management and execution of various sports-related activities.
- The SAO is like the main hub that helps organize all the cultural and technical activities and events that students participate in.