

Current Duties & Functions of Employees

Sl.No.	Name of Employee & Designation	Current Duties & functions
1	Dr. M P Pillai Executive Director	Head of NIELIT Calicut, Administrative Head, Head of all Technical Activities
2	Shri Martin K M Scientist/Engineer 'E'	Group Head of (i) Embedded Systems Group and (ii) Control & Instrumentation Group, Coordinator of M.Tech in Embedded Systems and EDT; Faculty for M.Tech. & Short Term Programmes, Guide for M.Tech Student projects; Research Centre Coordinator
3	Shri Pratap Kumar S Scientist/Engineer 'E'	Group Head of (i) Product Engineering Group and (ii) VLSI Group; In-charge, Electrical & Civil Maintenance; In-Charge, Faculty for M.Tech/MCA/Short Term Courses, Consultancy Projects & Entrepreneurial Development.
4	Smt. Saritha S Scientist/Engineer 'E'	Group Head of Information Technology; Faculty for MTech, MCA & Short term Courses; Public Grievance Officer; Training Officer; MR-ISO; In-charge-Student Projects.
5	Shri Shoukath C Scientist/Engineer 'D'	Coordinator of PG Diploma in Embedded System Design Course, Lab-in charge of Embedded System Group, Activity In-charge for Control & Instrumentation; Faculty for Short term training programs in Embedded System Design; Project Guidance; Controller of Exams.
6	Smt. Vimala Mathew Scientist/Engineer 'D'	Activity In-charge for IT Group; Faculty for Short Term Programmes; Maintenance of Website; Office Automation/e-Office Implementation; MCA Coordinator; Information Systems I/C; ISEA – Phase II Project Chief Coordinator.
7	Shri Jayaraj U Kidav Scientist/Engineer 'D'	Activity In-charge for VLSI Group; Faculty for M.Tech & Short Term Programmes, Coordinator- Short Term Project; Student Project Guidance; Library In-Charge.
8	Shri Rajesh M Scientist/Engineer 'C'	Coordinator - Short Term Project, Faculty for M.Tech, Embedded Systems and Short Term Courses; Student project guidance.
9	Shri Nandakumar R Scientist/Engineer 'C'	Coordinator & Faculty for Short Term Programmes; Faculty for M.Tech; Student Project Guidance; Placement Officer; NBA Coordination.
10	Shri Munivel E Scientist/Engineer 'C'	Coordinator & Faculty for Short Term Programmes, Faculty for MCA; Liaison Officer for SC/ST.

11	Smt. Sini S Nair Senior Technical Officer	Coordination & Faculty for Short Term Courses, MCA Faculty & Project Guide; Official Language Implementation; ERNET Smart Class Room; NKN.
12	Shri Prasoon Kumar K G Senior Technical Officer	Consultancy Projects
13	Shri Arumugam J Principal Technical Officer	Faculty & Coordinator for Short Term Courses.
14	Smt. Reena K K Senior Library & Information Officer	Procurement of Books/Journals/CD-ROMs Etc; Information services; Library Database and other Library Functions; Student Project Coordinator.
15	Smt. Soumini M Senior Technical Officer	Lab Assistance for Short Term Training Programmes; Maintenance of Equipment in VLSI Group.
16	Shri Manoj N Senior Technical Officer	Maintenance of Equipment/network, Lab Assistance in ES Group.
17	Shri Ramesh Kumar M S Senior Technical Officer	Faculty and assistance for CAD/CAM lab courses; Workshop; MCC; DGET Programmes and Hardware Scheme (CHM-O/A).
18	Shri Hari K Senior Technical Officer	Network Administrator, Consultancy Projects in IT Group.
19	Shri Shaji Thomas Senior Technical Officer	Lab Assistance for various Training Programmes in C&I Group, Maintenance of Pilot Plant and Equipment/Network.
20	Shri Manoj Kumar M K Senior Technical Officer	Technical Assistance for Consultancy Projects, Product Development, Product Testing and Certification, Certificate Programmes in Product Engg Group.
21	Shri Sreejeesh S G Technical Officer	Faculty for Short Term Courses; Project Guidance, Maintenance of Lab equipment and Tools in VLSI Group.
22	Smt. Reshma C B Technical Officer	Faculty for MCA & Short Term Courses; Guiding Student Projects; MIS Report, Projects Consolidation, Newsletter Input; AIMS Portal.
23	Shri Suresh K P Senior Technical Assistant (Electrical)	Electrical Maintenance in LT & HT Lines; DG Operation; Battery Maintenance.
24	Shri M Govindan Kutty Additional Director (A&F)	Heading the following Sections & Functions: (1) Admn., Personnel, Establishment, Staff & Service Matters, Security, Housekeeping and Transport (2) Finance & Accounts (3) Legal matters (4) Member Secretary, Executive Committee.
25	Shri Baradharajan A Deputy Director (F&A)	Section In-charge - Finance & Accounts; Performing duties connected with managing of Finance & Accounts functions of the Centre.

26	Shri Krishnan P Principal Private Secretary	Secretarial Assistance to Director, Purchase In-charge; Nodal Officer of eProcurement; Public Information Officer, Hostel Warden.
27	Smt. Santhakumari S Senior Private Secretary	Private Secretary to Additional Director (A&F), Deputy Hostel Warden, Assistance in Long Term Training & Administration
28	Smt. Beena C Assistant Director (Finance & Accounts)	Functions in Accounts Section; Nodal Officer for Biometric Attendance System.
29	Smt. Deepthy P Administrative Officer	Front Office Counsellor; Assisting Training Officer, Inward & Outward Dak.
30	Shri Venkataraman Senior Assistant	Assistance in sponsored projects, BCC/CCC etc.
31	Shri Sunil Kumar V Junior Assistant	(1) Clerical work in Admn/Accounts/ED's Office; Maintenance of Consumable Stores; (3) Xerox Work; (4) Bank, Post Office & other outside transactions; (5) Other Multi Tasking Jobs.
32	Shri Lijesh VV Junior Assistant	(1) Clerical work in Admn/Accounts/ED's Office; (2) Xerox Work; (3) Bank, Post Office & other outside transactions; (4) Assistance in Hostel related work; (5) House Keeping; (6) Other Multi Tasking Jobs.