

Dr. Nisha Radhakrishnan

Administrative Activities – Institute Level

Sl. No.	Position	Nature of Work	From	To
1.	Heritage Centre – Committee Member	Overall Coordination & Digital Displays	14.09.2021	Till date
2.	Certificate Verification - Committees for Skill test & Certificate Verification (Technical) - Civil	Member for Certificate Verification (Malayalam)/ B&C Recruitment 2021	22nd July 2021	22nd July 2021
3.	Pragyan 2021 – Judge Panel for Sangam 2021 – Healthcare and Agriculture	National Level competition to identify innovative projects	29 th March 2021	29 th March 2021
4.	Pragyan 2021 – Ingenium Judge Panel (Intercollege hackathon)	Intercollege – National Level competition to identify innovative projects	April 9 th , 2021	April 9 th , 2021
5.	Institute Day 2020 – Committee Member	Invitations, MINT, Transport and Press & Media	19.02.2021	06.03.2021
6.	Higher studies details database – Departmental Member	Collecting data from pass outs students about placements/higher studies	19.01.2021	Till date
7.	Heritage Book – Committee Member	Collecting data for heritage book from alumni	25.01.2020	Till date
8.	Pragyan 2020 – Press & Media Committee Member	Arrangement of Press releases, Social Media releases	18.02.2020	12 th – 15 th March, 2020
9.	Physical Verification of Assets for Architecture Department – Member	Stock Verification	04.12.2019	Report submitted in 2021
10.	16 th Convocation 2020 – Programme Committee Member	Minute to Minute Programme – Conduct of Convocation	October 1, 2020	November 7, 2020
11.	Social Media Champion	Nomination of the Institute – MHRD Requirement	3 rd July 2019	July 2020
12.	15 th Convocation 2019 – Programme Committee Member	Minute to Minute Programme – Conduct of Convocation	June 19 th , 2019	1 st Aug, 2019
13.	Central Seat Allocation Board (CSAB) – Chairperson – Content Management in CSAB Site	Content preparation in release in CSAB website, press releases	09.05.2019	September 2019
14.	Institute Day 2019 – Committee Member	Invitation, MINT and Transport	02.04.2019	16.04.2019
15.	NBA Visit October 2019 – Committee Member	Enable Interaction with alumni – to arrange alumni for each department, Career Guidance	11.10.2019	13.10.2019
16.	NBA Visit March 2019 – Committee Member	Enable Interaction with alumni – to arrange alumni for each department, Career Guidance	March 2019	April 2019

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17.	NITTFEST'19 – Press & Media Committee Member	Arrangement of Press releases, Social Media releases	26.02.2019	8 th – 11 th , March 2019
18.	Pragyan 2019 – Press & Media Committee Member	Arrangement of Press releases, Social Media releases	27.02.2019	14-17 March 2019
19.	Smart India Hackathon-2019 Hardware Edition (SIH-2019) – Press and Media Member	Press release/Social Media coordinator	27.06.2019	8 th -12 th July 2019
20.	Calendar 2019 & 2020 Preparation - Member	PR & Media Cell responsibility	01.11.2018	31.01.2020
21.	Smart India Hackathon-2019 Software Edition (SIH-2019) – Marketing Secretary – Organizer	Press release/Social Media coordinator	11.02.2019	2 nd & 3 rd March 2019
22.	Institute Donation Committee	Committee Member (Associate Dean is a member of the committee)	21.12.2018	Till date
23.	Associate Dean (Alumni Relations) * <i>Annexure</i>	Fundraising/Organizing alumni related activities/alumni data base creation etc	21.12.2018	Till date
24.	Alumni Institute Interaction Cell-Departmental Representative (Civil)	Coordinate alumni activities of the department	25.06.2018	February 2021
25.	14 th Convocation 2018 – Press & Media Committee Member	Press Coverage, Distribution of Invitation to press, faculty & staff	12 June 2018	July 29 th , 2018
26.	TEQIP-III Startup Cell – Faculty Facilitator	Carry out activities fulfilling institutional requirements & AICTE-TEQIP-III Mandate (Civil & Architecture)	07.03.2018	24.09.2021
27.	MHRD Workshop on “Importance of Social Media – Use and Effect” – Institute nominee to attend the workshop	Representation from Institute PR & Media Cell	27.03.2018	10.04.2018
28.	PR&Media Cell – Member (** Press releases attached)	Social Media Representative/ Press releases	03.05.2018	10.12.2020
29.	Veetukoru Vignaani 2018 State Finals – Judge	State Level competition to identify innovative minds among school going children	6 th October 2018	6 th October 2018
30.	14 th Convocation 2018 – Seating Committee Member	Representation from department	04.07.2018	28.07.2018
31.	Pixelbug Student Club – Faculty Advisor	Work in association with PR & Media cell	September 2018	31.07.2021
32.	Anti-Ragging Committee - Member	Visit to Opal Hostel (Girls Hostel)	16.08.2018	01.09.2018
33.	Anti-Ragging Committee	Visit to Opal Hostel (Girls Hostel)	30.07.2018	15.08.2018
34.	Smart India Hackathon-2018 (Grand Finale) – Press & Media Committee Member – Organizer	Social Media Coordinator	June 18 th , 2018	June 22 nd , 2018

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35.	MIS – Academic Office Committee for Civil Department	Tackling issues related to MIS for department	18 th July 2017	12 th March 2018
36.	Press and Media Committee - Convocation 2017	Social Media, press releases	June 28, 2017	August, 12, 2017
37.	Media Interface of NITT (MINT) Member	Social Media, press releases	13.02.2017	03.05.2018
38.	Institute Transport Committee Member	Committee Member	22.11.2016	22.11.2017
39.	12 th Convocation 2016 – Registration Committee	Registration Committee Department Representative	30.07.2016	30.07.2016
40.	CPDA Committee member	Committee Member	18.07.2016	01.05.2017
41.	Stock Verification Officer for Metallurgical & Material Science	Stock Verification Officer	06/04/2016	30.04.2016
42.	Staff Advisor Pragyan 2016	Staff Advisor	01.07.2015	30.05.2016
43.	Stock Verification Officer for Physical Education Department	Stock Verification Officer	04/07/2014	31.07.2014
44.	First Year Orientation Programme - Member	Programming Monitoring Committee Member	July 19, 2013	31.07.2013
45.	Staff Advisor Pragyan 2013	Staff Advisor	01.07.2012	31.05.2013
46.	Annual Sports Day'12 – Medical Aid Committee	Committee Member	04.04.2012	12.04.2012
47.	Foreign Student Cell – Committee Member	Committee Member	04.07.2011	31.12.2011
48.	Staff Advisor Pragyan 2012	Staff Advisor	01.07.2011	31.05.2012
49.	Convocation 2009 Registration Committee for Graduants	Registration Committee Member	12.08.2009	15.08.2009