



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No.RDO/1906/19

Date: 15.11.2019

ORDER

Sri Shib Sankar Basak, Assistant Registrar, shall henceforth look after the works of the following sections with effect from 19.11.2019.

1.	Internal Audit Section
2.	Printing and Publication Section
3.	Post Graduate Section
4.	Under Graduate Section
5.	Student Verification Section

The major functions of the above mentioned sections are described in the attached table. Sri Shib Sankar Basak shall work under the administrative supervision of the Dr. Nirmalya Kumar Bhattacharyya, Deputy Registrar (Academic) for the sections 2 to 5 as Assistant Registrar (Academic).

In addition Mr. Basak shall work as Internal Auditor of the Institute till further order.

This is issued as per the approval of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:

- 1) Private Secretary, Office of the Director
- 2) All Deans/ Head of the Departments/Schools/Centres /All Officers
- 3) Institute Website


Registrar

Responsibilities of Sri Shib Sankar Basak

Sl. No.	Name of the Section / Cell	Major Functions of the Section
1.	Internal Section Audit	Internal auditing, Pre-audit of high value purchase, answering the paras/queries raised by CAG Audit, liaison with external audit and internal units of IEST, pay fixation & pension fixation vetting, vetting of PF advance, CPDA and other financial sanction, if any.
2.	Printing and Publication Section	All kind of printing including question papers for the students, publication and distribution of syllabus etc, publication of result of UG, PG & Ph.D (coursework), printing for admission oriented forms, and printing for Transcript/verification.
3.	Post Graduate Section	Admissions and enrolment of student, registration and examination (Mid Semester, End Semester. Supplementary), preparation for Convocation.
4.	Undergraduate Section	Admission and enrolment of student, examinations (Mid Semester, End Semester. Supplementary) - pre and post examination, preparation for Convocation.
5.	Student Verification Section	Transcript & Verification of UG, PG & Ph.D students, Issuance of Provisional, Course completion & Rank Certificate Duplicate Marksheets & Certificates, Migration & Course completion certificate.


Registrar, IEST, Shibpur