



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/1909/19

Date:15.11.2019

ORDER

Sri Alok Kumar Mitra, Assistant Registrar, shall henceforth look after the works of the following sections with effect from 19.11.2019.

1.	Meeting Section
2.	Recruitment Section
3.	Establishment Section
4.	Students Welfare Section
5.	Mess Section
6.	Legal & External Affairs Section
7.	Hindi Cell

The major functions of the above mentioned sections are described in the attached table.

Sri Alok Kumar Mitra shall work under the administrative supervision of the Dr. Devasis Datta, Deputy Registrar (Administration) for the sections Sl. No. 1 to 3 as Assistant Registrar (Administration). He shall work under the guidance of Dean (Students Welfare) for the Section 4 and under the guidance of Chief Warden for the Section 5 and under the guidance of Dean (IR & EA) for the matters related to External Affairs and report to the Registrar. He shall work under the administrative supervision of the Registrar for legal matters and Hindi Cell.

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.

h/ 15/11/19
Registrar

Responsibilities of Sri Alope Kumar Mitra

Sl. No.	Name of the Section / Cell	Major Functions of the Section
1.	Meeting Section	Membership and meeting of all statutory bodies, Committee constituted by the Board, Senate, Finance Committee and B&WC. Appointment of Head of Departments/ Schools/ Centers/Deans/Prof. in Charge Constitution of Senate Committees. Notification of non-statutory Committees, Conducting of Administrative Officers meetings. Receipt & Issue of Mail,
2.	Recruitment Section	Co-ordinate all the activities of appointment, Confirmation, retirement, termination and resignation of the employees. Maintaining rolling advertisement for the faculty. Maintaining Appointment Roaster and Appointment Registrar, Co-ordinate all the activities of SC/ST Cell, IIC of the Institute etc. Co-ordinate all the activities of appointment, termination and resignation of the contractual employees temporary employees and visiting and such other faculties. Organizing Training program for the employees.
3.	Establishment Section	Personnel matters relating to academic and non academic staff including contractual staff, visiting faculties, guest faculties. Personnel matters relating to technical, administrative and other staff including contractual staff. Sanctioning process of all kind of leaves. Maintaining service books, personal file, leave records and Leave Registrar, fixation of pay of all categories of employees, employees data base, preparation of gradation list, matter related to service continuation, maintaining attendance record of non-teaching employees, Forwarding of application outside the Institute, Matter related to Code of Conduct of the employees, matter related to LTC.
4.	Students Welfare Section	Matter related to code of conduct of the student, organize student council, maintaining the records of the Students, maintaining of student discipline, Student welfare, Co-ordinate NCC, NSS, Swimming Pool, Sports, Cultural and co-curricular and Extra-curricular activities of the students, Ragging, Student senate, Students club, etc.
5.	Mess Section	All Hostel related matters, Hostel dues, Students Clearance, Mess Accounts preparation, Audit of Mess Accounts, Supplier bill preparation and disbursement, Establishment related work of Mess employees, Gratuity calculation, etc. Salary bill preparation of Mess employees and temporary mess employees, Calculation of terminal benefit of the Mess employees, if any. Students' grievance redressal. Recovery of service charges from the students
6.	Legal and External Affairs Section	All legal & MOU related matters and alumni related activities
7.	Hindi Cell	Translation of 14 documents which includes Office orders, notices, Memos, Appointments letters, Circulars, etc, Preparing and sending the Quarterly reports, Organising workshops, training sessions, Hindi diwas and Pakhora (Fortnightly), Replying to mails from Hindi directorate, Ministry of Home Affairs and TOLIC. To support the employees for different Professional Hindi Examinations like Prabeen, Prabodh, etc. Matter related to attend different workshops trainings and meetings inside the Institute and outside the Institute organised by Hindi directorate, Ministry of Home Affairs and TOLIC.

Handwritten signature

Registrar, IEST, Shibpur