



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/1910/19

Date: 15.11.2019

ORDER

Dr. Devasis Datta, Deputy Registrar shall henceforth look after the following sections with effect from 19.11.2019.

1.	Meeting Section
2.	Recruitment Section
3.	Establishment Section
4.	Receiving, Dispatch & Record Section

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

Dr. Devasis Datta shall work under the administrative supervision of the Registrar regarding the above mentioned sections as Deputy Registrar (Administration).

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. Bandyopadhyay
Registrar

Responsibilities of Dr. Devasis Datta

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.	Receiving, Dispatch and Record Section	Receipt and issue of all letters and documents of the Registrar office. Maintenance of all records of the Institute

H. 17/11/19

Registrar, IEST, Shibpur