No.RDO/1912/19

Date: 15.11.2019

ORDER

Dr. Nirmalya Kumar Bhattacharyya, Deputy Registrar, shall henceforth look after the following sections with effect from 19.11.2019.

1.	Printing and Publication Section
2.	PhD Section
3.	Post Graduate Section
4.	Under Graduate Section
5.	Student Verification Section
6.	NAD, ERP & Meeting Section

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

Dr. Nirmalya Kumar Bhattacharyya shall work under the guidance of Dean (Academic) as Deputy Registrar (Academic) and shall report to the Registrar.

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 Dr. Nirmalya Kumar Bhattacharya

Sl. No.	Name of the Section / Cell	Major Functions of the Section
1.	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, printing for Transcript/verification.
2.	PhD Section	Enrollment, Doctoral Committee formation, Ph.D Registration, Pre & post Ph.D examination, Issuance of fellowships of Ph.D students (Institute Fellowship, Renewal of Fellowship, JRF to SRF), Convocation
3.	Post Graduate Section	Admissions and enrolment of student, Registration and examination (Mid Semester, End Semester. Supplementary), Convocation
4.	Undergraduate Section	Admission and examinations (Mid Semester, End Semester. Supplementary)- pre and post examination, 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.
6.	NAD, ERP & Meeting Section	Conducting meeting and related administrative procedures of SSC, SUGC, SPGC, ERP Cell, Scholarship committee etc. Uploading of documents in NAD website

Registrar, IIEST, Shibpur