



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/1917/19

Date:15.11.2019

ORDER

Sri Sushil Kumar Barman, Assistant Librarian, shall continue to look after the following sections.

1.	Library Acquisition Section
2.	Library Preservation Section

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

Sri Sushil Kumar Barman shall work under the administrative supervision of the Librarian (Acting)

This is issued as per 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/All Heads of the Departments/ Schools/ Centers/ All Officers
3. Institute Website

N 15/11/19
Registrar

Responsibilities of Sri S. K. Barman

Sl. No.	Name of the Section / Cell	Major Functions of the Section
1.	Library Acquisition Section	Procurement of books and e-resources
2.	Library Preservation Section	Maintenance of stacks and Reading Rooms, Preservation of books including binding of library materials.

Handwritten signature/initials

Registrar, IEST, Shibpur