



No. RDO/2914/20

Date: June 16, 2020

### ORDER

**Dr. Devasis Datta**, Deputy Registrar (Administration) shall work as Internal Auditor (IA) of the Institute with immediate effect till further order, in addition to his normal duties as per the earlier order no. RDO/1910/19 dated 15.11.2019 (copy enclosed).

**Sri Shib Sankar Basak**, Assistant Registrar (Academic) and IA of the Institute, shall look after the works of the Institute Works Section under the supervision of Dr. Tapas Kumar Roy, Superintending Engineering (Acting) and shall be relieved immediately from the responsibility of IA with immediate effect. However, Sri Basak shall continue to look after the other sections under the administrative supervision of the Dr. Nirmalya Kumar Bhattacharya, Deputy Registrar (Academic) as per the earlier order No. RDO/1906/19 dated 15.11.2019 (copy enclosed).

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

Encl.: As stated

Sd/-  
(Biman Bandyopadhyay)  
Registrar

Copy forwarded for information and necessary action to:

- 1) Private Secretary to the the Director
- 2) All Deans/ Head of the Departments/Schools/Centres /All Officers
- 3) Dr. Tapas Kumar Roy, Associate Professor, Department of Civil Engineering and Superintending Engineering (Acting)
- 4) Dr. Devasis Datta, Deputy Registrar (Administration)
- 5) Sri Shib Sankar Basak, Assistant Registrar (Academic) and IA  
(With the request to arrange the process the charge handover and takeover of the Internal Auditor with intimation to the office of the Registrar)
- 6) Institute Website

H/ 16/06/2020  
Registrar



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 15/11/19  
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 14/1/8.

Registrar, IEST, Shibpur





**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

*[Signature]*  
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