



Office Order No. RDO/151/25 Dated 17th February, 2025

The undersigned is to convey that the Competent Authority is pleased to appoint Dr. Nanda Dulal Paul, Associate Professor, Dept. of Chemistry as Associate Dean (Research) w.e.f. 22nd February, 2025 initially for a period of 2 (two) years or until further orders, whichever is earlier.

Dr. Nanda Dulal Paul is requested to assist Dean (Research & Consultancy) apart from undertaking special assignments by the competent Authority.

The excellent services rendered by Dr. Papu Biswas, Associate Professor, Dept. of Chemistry as Associate Dean (R & C), is greatly appreciated and placed on record.


कुलसचिव / Registrar

To:

1. Dr. Nanda Dulal Paul, Associate Professor,
Dept. of Chemistry (Through Head)
2. Dr. Papu Biswas, Associate Professor,
Dept. of Chemistry (Through Head)

With a request to handover and
takeover charge accordingly.
A copy of the same charge report
please be sent to the Registrar for
record

Copy to:

1. All Deans/Associate Deans
2. All Heads of Departments/Schools/Centres
3. All Officers
4. All Hostel/Hall Warden
5. PS to the Director
6. Secretary to the Registrar Office
7. Record Section
8. Institute Website

- (e) He or she will assist the Director in the supervision of the construction and the maintenance work of buildings, roads water supply, sanitation, lawns and gardens.
- (f) He or she will assist the Director in maintaining the discipline and work ethos among the various departments and between the faculty members.
- (g) He or she will assist the Director in maintaining the high academic standards and achieving academic excellence in the institution.
- (h) Supervision over faculty discipline, integrity and commitment.

The committee recommends that the items (b), (e) may be deleted, and the following items may be included.

"To coordinate all faculty development activities including management of the CPDA."

"To coordinate the faculty recruitment process".

E) Dean (Research & Consultancy)

As per the statute, the duties and responsibilities of Dean (**Research & Consultancy**) are stated hereunder:

- (a) Frame rules for industrial sponsored research and consultancy.
- (b) Create and maintain database regarding faculty expertise.
- (c) Facilitate through his or her office faculty in procuring equipments necessary to conduct research or consultancy work, recruitment of project staff.
- (d) Coordinate co-curricular activities (technical festivals, quizzes etc.) for the students.
- (e) Provide guidance for submitting proposals to funding agencies such as Departments of Science and Technology, Bhabha Atomic Research Centre, Board of Research in Nuclear Science, Indian Space Research Organization, Defense Research and Development Organization, Aeronautics research and Development Board, Ministry of Information Technology, etc.

The committee recommends that the following items may be included.

"To monitor the physical targets and utilization of funds in respect of Projects and Consultancy and in the preparation of relevant papers for submission of Progress reports."

"To coordinate the activities related to submission of progress report for consultancy, testing, and sponsored research of Institute".

"To coordinate the formulation and conduct of non-formal and continuing education and extension programmes."

"To supervise the central research facilities."

"To coordinate the activities of IPR, Innovation, incubation and entrepreneurship."