

Allocation of works among the staff of the Academic Section

w.e.f. 20.05.2022

Academic Affairs Section (PG)	
Name & Designation	Works Allocated
Mr. Kumud Chandra Das Senior Superintendent	<ul style="list-style-type: none"> All matters related to PhD Admission, Academic Activities, Assistantship (MOE/UGC) and miscellaneous task of the following Schools & Centres: ENV, NANO, SART, LST, CDMR, CSP, CSWR, CIKS, CICPS, JBMSHST, Data Science, SESE, SoB All matters related to MBA Admission and Academic Activities. Any other works assigned by concerned authority
Mr.Riju Mahato Junior Assistant	<ul style="list-style-type: none"> All matters related to PhD Admission, Academic Activities, Assistantship (MOE/DBT/CSIR/UGC/ICSSR) and miscellaneous task of the following Departments: Computer Science and Engineering, Mechanical Engineering, Biosciences & Bioengineering, Chemical Engineering, Humanities & Social Sciences. Matters related to International Joint-PhD programme with Gifu University. Any other works assigned by concerned authority
Mr. Sajal Mani Pathak, Junior Assistant	<ul style="list-style-type: none"> All matters related to PhD Admission, Academic Activities, Assistantship (MOE) and miscellaneous task of the following Departments: Civil Engineering, Electronics & Electrical Engineering, Design All matters related to MA (Development Studies & Liberal Arts) Admission and Academic Activities. All matters related to Prime Minister's Research Fellows (PMRF) Any other works assigned by concerned authority
Mr. Hirak Jyoti Das, Junior Assistant	<ul style="list-style-type: none"> All matters related to PhD Admission, Academic Activities, Assistantship (MOE/CSIR/UGC) and miscellaneous task of the following Departments: Physics, Chemistry, Mathematics All matters related to MSc (Physics, Chemistry, Mathematics) Admission through JAM and Academic Activities. Any other works assigned by concerned authority.

Academic Affairs Section (PG)	
Name & Designation	Works Allocated
Mr. Pranjal Bhattacharya Senior Assistant	<ul style="list-style-type: none"> • All matters related to Online Degree Programmes • All Matters related to RTI • All Matters related to Rajya Sabha/Lok Sabha/Ministry Queries • Any other works assigned by concerned authority
Thesis Division	
Mrs. Manashi Sarkar, Junior Superintendent	<ul style="list-style-type: none"> • All matters related to PhD Theses & Remuneration of Thesis Examiners of the following Departments and Centres: Physics, Design, Mathematics, Humanities & Social Sciences, Energy, Environment, Nanotechnology, Rural Technology, LST. • Any other works assigned by concerned authority.
Paragjyoti Sharma Senior Assistant	<ul style="list-style-type: none"> • All matters related to PhD Theses & Remuneration of Thesis Examiners of the following Departments: Chemistry, Biosciences & Bioengineering, Chemical Engineering. • Any other works assigned by concerned authority
Krishanoo Kr. Bhattacharyya Junior Assistant	<ul style="list-style-type: none"> • All matters related to PhD Theses & Remuneration of Thesis Examiners of the following Departments: Computer Science & Engineering, Electronics & Electrical Engineering, Mechanical Engineering, Civil Engineering. • Any other works assigned by concerned authority
MTech	
Mr. Manash Protim Dutta Senior Assistant	<ul style="list-style-type: none"> • All matters related to MTech, MDes, MS(R) Programmes and Students • Maintaining Data of Registered/ Unregistered MTech, MDes, MS(R) students every semester • Processing of MTech Contingency Claims (FY2019-2020 onward) • Any other works assigned by concerned authority

Under Graduate Academic Affairs Section	
Name & Designation	Works Allocated
Mr. Naba Kumar Malakar Superintendent	All matters related to UG Admission, UG Registration, UG Fee Matters. Preparing necessary Data for Ranking of Institutes & Parliamentary Query
Mr. Smriti Rekha Das, Junior Assistant	All other matters related to UG. Maintaining Personal Files of UG students
Mr. John Sangma Dangou , Senior Assistant	Preparation of Agenda and Minutes of the IUPC and IADC Meeting. All matters related to Preparatory Programme Assistance in Preparation of Agenda and Minutes of the Senate & IPPC

General and External Matters, Office of ADOAA(PG) and DOAA	
Name & Designation	Works Allocated
Mr. Sanjib Kumar Saikia Superintendent	<ul style="list-style-type: none"> • Handling all external matters (International Joint Degree Programmes, MoUs, etc.) • Admissions (Overall); Convocation; Office Automation • Supervision of Purchase matters; Miscellaneous Works. • Other works assigned by ADOAA(PG) and DOAA • Imprest/Contingency Account of the Section

Course Registration, Grades, Time Table, Transcripts, etc. (for PG and UG)	
Name & Designation	Works Allocated
Mr. Parag Sarma, Junior Assistant	<ul style="list-style-type: none"> • All matters related to Course Registration, Grades • Maintaining Data of Registered Students of the Courses/Grades etc. • Works related to AAMS as its coordinator
Mr. Binod Upadhyay, Senior Assistant	<ul style="list-style-type: none"> • Preparing Exam Time Table, Seating Plan, Exam Attendance Sheet • Preparing Class Time Table • Preparing Academic Calendar (under the instruction of DOAA) • Issuing Transcripts, Degree Certificates, Degree Verification
Mr. Sourav Choudhury, Junior Assistant	<ul style="list-style-type: none"> • All matters related to Course Registration, Grades • Maintaining Data of Registered Students of the Courses/Grades etc.

Transcripts, Degree Certificates/Verification, NAD and Web Maintenance of Academic Section	
Name & Designation	Works Allocated
Mr. Mishu Paul, Junior Assistant	<ul style="list-style-type: none"> • All matters related to NAD • Issuing Transcripts, Degree Certificates, Degree Verification • Web Maintenance
Senate, IUPC, IPPC, IADC Meetings etc.	
Name & Designation	Works Allocated
Dr. Bandana Khatoniar, Superintendent	<ul style="list-style-type: none"> • Preparation of Agenda and Minutes of the Senate. • Preparation of Agenda and Minutes of the IPPC and IADC Meeting. • Supervision in Preparation of Agenda and Minutes of the IUPC.
Mr. Jayanta Das, Junior Superintendent	<ul style="list-style-type: none"> • Purchase matters, Bill Processing • RTI • PhD& M.Tech/M.Des/MS(R) Admissions: Short-Listing Process Approvals, Selection Approvals, Issuing Admission Offer Letters. • Miscellaneous Works

Dispatch of Academic Section	
Name & Designation	Works Allocated
Mrs. Pranita Kalita, Junior Superintendent	<ul style="list-style-type: none"> • Dispatching all outgoing documents to students, departments and offices. • File Management

Maintenance of Class Rooms and Class Room Equipment	
Name & Designation	Works Allocated
Mr. Dhiren Chandra Sarma, Superintendent	<ul style="list-style-type: none"> • Caretaking of class rooms in the Academic Complex, Lecture Hall Complex and Class Room Complex with the assistance of outsourced cleaner cum class room attendants under the supervision of the Senior Attendant of the Academic Affairs Section. • Responsible for proper upkeep of class room infrastructure including Projector (Video) and Audio Systems. • Meetings and Events

Technical Staff	
Name & Designation	Works Allocated
Mr. Anirban Talukdar, JTS	Works related to office automation.
Mr. Pranjal Gogoi, JTS	Works related to office automation.

Other Staff	
Name & Designation	Works Allocated
Mr. Shyamanta Das, Senior Attendant	Attendant Work in the Academic Affairs Section
Mr. Harihar Lahkar, Attendant	Attendant Work in the Academic Affairs Section
Mr. Rajib Boro, Junior Attendant	Attendant Work in the Academic Affairs Section
Ms. Mithu Das, Junior Attendant	Attendant Work in the Academic Affairs Section
Mr. Bikash Das, Junior Attendant	Attendant Work in the Academic Affairs Section