

Allocation of works among the staff of the Academic Section w.e.f. 4th March,2020

Post Graduate Academic Affairs Section	
Name & Designation	Works Allocated
Mr. Pradip Kumar Sinha, Senior Superintendent	<ul style="list-style-type: none"> • All matters related to PhD Theses & Remuneration of Thesis Examiners of the following Departments: Chemistry, Physics, Biosciences & Bioengineering, Chemical Engineering • Matters related to Deputy Public Information Officer of the Section • Supervision of the purchase matters • To act as the DPIO for RTI.
Mr. Nilotpal Sarma, 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
Mr. Kaushik Rajbongshi, Junior Assistant	<ul style="list-style-type: none"> • All matters related to PhD Theses & Remuneration of Thesis Examiners of the following Departments and Centers: Design, Mathematics, Humanities & Social Sciences, Energy, Environment, Nanotechnology, Rural Technology, LST
Mr. Riju Mahato, Junior Assistant	<ul style="list-style-type: none"> • Matters related to (GATE/ Institute) Scholarship of PhD students. • Preparing and Issuing PhD Degree Certificates • Issuing NOC and other certificates to PhD students
Mr. Sajal Mani Pathak, Junior Assistant	<ul style="list-style-type: none"> • Matters related to PhD Scholarship from External Agencies, • Maintaining Data of Registered / Unregistered PhD students properly every semester • Processing PhD contingency Claims (FY 2019-2020 onward) • Admissions related works • PhD Admissions: Short-Listing Process Approvals, Selection Approvals, Issuing Admission Offer Letters.
Mr. Gouish Mazumdar, Junior Assistant	<ul style="list-style-type: none"> • Processing of Regular Forms of PhD students • Maintaining Personal Files of PhD students
Mr. Maradona Moshahary, Junior 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 properly every semester • Processing of MTech Contingency Claims (FY 2019-2020 onward)
Mr. Hiroktyoti Das, Junior Assistant	<ul style="list-style-type: none"> • All matters at the Offices of ADOAA(PG) and DOAA; • All matters related to MA, MSc Students & Preparatory Programme • Maintaining Data of Registered/ Unregistered MSc and MA students properly every semester • Class Room Booking; • Receiving Complaints related to Class Rooms and Taking Necessary Action.

Under Graduate Academic Affairs Section	
Name & Designation	Works Allocated
Mr. Naba Kumar Malakar Superintendent	<ul style="list-style-type: none"> All matters related to UG Admission, UG Registration, UG Fee Matters. Preparing necessary Data for Ranking of Institutes & Parliamentary Query All matters related to Preparatory Programme
Mr. Biju Jyoti Pathak, Junior Assistant	<ul style="list-style-type: none"> All other matters related to UG. Maintaining Personal Files of UG students SAB Activities (under ADOAA-UG)

General and External Matters, Office of ADOAA(PG) and DOAA	
Name & Designation	Works Allocated
Mr. Sanjib Kumar Saikia Junior Superintendent	<ul style="list-style-type: none"> Handling all external matters (Study in India, International Joint Degree Programmes, MoUs, etc.) Admissions; Convocation; Office Automation Purchase; Meetings and Events; Miscellaneous Works. Other works assigned by ADOAA(PG) and DOAA PhD Admissions: Short-Listing Process Approvals, Selection Approvals, Issuing Admission Offer Letters. Imprest/Contingency Account of the Section

Course Registration, Grades, Time Table, Transcripts, etc (for PG and UG)	
Name & Designation	Works Allocated
Mr. Manas Kumar Sarma, Junior Superintendent	<ul style="list-style-type: none"> All matters related to Course Registration, Grades Maintaining Data of Registered Students of the Courses/Grades etc.
Mr. Parag Sarma, Junior 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* (when the staff regularly assigned for these works is overloaded /on leave)
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
Mrs. Purabi Das, JA (on Maternity Leave)	<ul style="list-style-type: none"> Issuing Transcripts, Degree Certificates, Degree Verification
Mr. Amarendra Das, Junior Assistant	<ul style="list-style-type: none"> All matters related to NAD Issuing Transcripts, Degree Certificates, Degree Verification Web Maintenance Arranging for Fingerprints/Bio metric Attendance of students' during registration.

Senate, IUPC, IPPC, IADC Meetings etc.	
Name & Designation	Works Allocated
Mrs. Bandana Khatoniar, Junior Superintendent	<ul style="list-style-type: none"> • Preparation of Agenda and Minutes of the Senate. • Preparation of Agenda and Minutes of the IUPC, IPPC and IADC Meeting.
Mr. John Sangma Dangou Junior Assistant	
Ms. Aditi Hazarika Junior Assistant	<ul style="list-style-type: none"> • Purchase matters • RTI • BAMS • SAB Activities (under ADOAA-UG) • Preparation of Agenda and Minutes of the Senate.* • Preparation of Agenda and Minutes of the IUPC, IPPC and IADC Meeting.* (* when the staff regularly assigned for these works is overloaded /on leave)

Dispatch of Academic Section	
Name & Designation	Works Allocated
Mr. Pranab Rajbongshi, Junior Assistant	<ul style="list-style-type: none"> • Receiving all incoming documents from students, departments and offices. • Works related to LAAPS etc.
Mrs. Pranita Kalita, Junior Superintendent	<ul style="list-style-type: none"> • Dispatching all outgoing documents to students, departments and offices.

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.

Technical Staff	
Name & Designation	Works Allocated
Mr. Anirban Talukdar (on contract)	<ul style="list-style-type: none"> • Works related to office automation including BAMS
Mr. Pranjal Gogoi (on contract)	<ul style="list-style-type: none"> • Works related to office automation including BAMS

Other Staff	
Name & Designation	Works Allocated
Mr. Md. Abdul Jabbar, Senior Attendant	<ul style="list-style-type: none"> • Work of Attendant in the Academic Complex; • Upkeep of Projector (Video) and Audio Systems in Class Rooms; • Upkeep of Class Rooms.
Mr. Shyamanta Das, Senior Attendant	<ul style="list-style-type: none"> • Attendant Work in the Academic Affairs Section

Mr. Rajib Boro, Junior Attendant	<ul style="list-style-type: none">• Work of Attendant in the New Class Room Complex• Upkeep of Projector (Video) and Audio Systems in Class Rooms;• Upkeep of Class Rooms.
Mr. Rahul Medhi, Junior Attendant	<ul style="list-style-type: none">• Attendant Work in the Academic Affairs Section
Mr. Naba Kumar Deka, Junior Attendant	<ul style="list-style-type: none">• Attendant Work in the Academic Affairs Section