

## **RESPONSIBILITIES OF NON TEACHING STAFFS**

**Office In-Charge:** Mr. Mafijur Rahaman

**Asst. Office In-Charge:** Mr. Shibsankar Samanta

**Accountant:** Mr. Abinash Bera

**Cashier:** Mr. Subhash Mondal

Mr. Shibsankar Samanta

<b>Scholarship Section</b>	: Mehebab Alam Khan Sk. Tajbul Ali
<b>Issue of Migration Certificate</b>	: Ms. Shanti Mandi
<b>Registration Certificate</b>	: Sk. Tajbul Ali Ms. Shanti Mandi
<b>Admission Cancellation Letter or related issues</b>	: Ms. Shanti Mandi
<b>Communication to CU</b>	: Ms. Shanti Mandi
<b>Issues related to HR</b>	: Mr. Suman Samanta Mr. Sanyasi Tung
<b>Service Book</b>	: Mr. Suman Samanta Mr. Sanyasi Tung
<b>Staff welfare</b>	: Mr. Suman Samanta Mr. Sanyasi Tung
<b>Liaison between different Office Sections</b>	: Mr. Shibsankar Samanta
<b>Coordination with Academic Departments</b>	: Mr. Shibsankar Samanta
<b>Coordination between different Sections</b>	: Mr. Shibsankar Samanta
<b>Communication to DHE, DPI, CSC, UGC</b>	: Mr. Shibsankar Samanta
<b>Cash Collection</b>	: Mr. Shibsankar Samanta
<b>Liaison with local administration, local societies, bodies</b>	: Mr. Mafijur Rahaman Samanta

<b>Campus Maintenance, Cleaning, Sweeping</b>	: Mr. Mafijur Rahaman
<b>Coordination with Student Council</b>	: Mr. Mafijur Rahaman
<b>Issues related to Garden, Ponds, live-stock</b>	: Mr. Mafijur Rahaman
<b>Expansion of the Campus, Estate</b>	: Mr. Mafijur Rahaman
<b>Distance Learning</b>	: Sk. Tajbul Ali
<b>Issues related to Finance &amp; Accounts, Taxation, PF, Pension, Procurement, Tendering, Purchase</b>	: Mr. Abinash Bera
<b>Student welfare</b>	: Sk. Tajbul Ali Meheebub Alam Khan
<b>Collection of Marksheet (Ongoing batches)</b>	: Ms. Rama Pore Ms. Mita Santra Mr. Kanailal Pal
<b>Collection of Marksheet (Graduated batches)</b>	: Ms. Rama Pore Ms. Mita Santra Mr. Kanailal Pal
<b>Collection of Certificate (Batches graduated in present &amp; past two years)</b>	: Ms. Rama Pore Ms. Mita Santra Mr. Kanailal Pal
<b>Collection of Certificate (Graduated Batch beyond past two years)</b>	: Ms. Rama Pore Ms. Mita Santra Mr. Kanailal Pal
<b>Problem in Form filling up/adoption of writer in exam (To be submitted at least 15-Working days before the University stipulated time)</b>	: Ms. Rama Pore Ms. Mita Santra Mr. Kanailal Pal
<b>Registration of alumni (using QR Code)</b>	: Ms. Rama Pore Ms. Mita Santra