

Administrative StaffIntercom (Landline)

1. Deputy Registrar
2. Administration Staff

2033

A Section


2035

Sl. No	MATTERS RELATED	Handling (Seat No.)
1	Academic Matters-M.Tech Full Time	ASO (A3)
	Academic Matters-M.Tech Part Time	Assistant (A6)
2	Academic Matters-Ph.D (Full Time & Part Time)	ASO (A5)
3	Hostels Admission	Assistant (A4)
	Hostels [Refund of Caution Deposit]	Assistant (A7)
4	Travel Concession-Private Bus/Railway	Assistant (A2)
5	Service Matters- Regular Staff	ASO (A1)
	Service Matters- Daily Wage, Contract Technical Staff	Assistant (A2)
	Service Matters- Contract Faculty	Assistant (A6)
6	M.Tech-Gate Scholarship	ASO (A3)
7	Ph.D & PDF-FELLOWSHIPS	Assistant (A7)
8	Maintenance & Repair-Buildings & Furniture	Assistant (A7)
9	General Administration	ASO (A1) & Assistant (A7)

B Section

2032

Sl. No.	MATTERS RELATED TO	Handling (Seat No.)
1	Fee Collection	Through Online
2	University Bus Pass	Senior Grade Asst. (B4)
3	Demand Letter For Education Loan	Assistant (B6)
4	Fees Paid Receipt/Certificate For Income Tax	Assistant (B6)
5	Non Liability Certificate	
6	Caution Deposit Disbursement/Budget	Assistant (B2)
7	Store-Issue Of Stationery Items	Store Keeper
8	Purchase /Audit	ASO & B1
9	Accounts	Senior Grade Asst (B3)
10	Contingent Bill/Advance Bill	Assistant (B5)

Copy to me


Sl. No.	MATTERS RELATED TO	Handling (Seat No.)
1	Admission Matters-B.Tech Full time/Part Time	Assistant (C1(A))
	Admission Matters-B.Tech Full time	ASO (C1)
	Admission Matters-B.Tech Part Time	Assistant (C4)
2	E-Grantz (B.Tech &M.Tech)	Assistant (C2)
3	Scholarships (Central & State)-LKD, NEUT,	ASO (C1)
	Scholarship - PMSS	Assistant (C4)
4	Student Aid Fund, Fisheries e-Grantz	Assistant (C2)
5	Examination Related Matters(B.Tech)	Assistants (C3), C3(A), C3(B), C6
6	Certificate -B.Tech(Bonafide/ Fee Structure/ TC/CC)	Assistants (C1(A) & C5)
7	Students Election	ASO (C1)
8	Student Matters (Disciplinary & Police Verification	ASO (C1)

Pool Office

2034 (2556187)

1. Internship Requests – All B.Tech Students.
2. Inward/Postal Mails.
3. Despatch (To all Divisions of School of Engineering , Administrative Office and Engineering Department).
4. Typing and Forwarding Notices for Synopsis, Thesis & Open Defence.
5. Attendance Preparation for regular staffs of A,B,C & Pool office sections.
6. Routine Typing work of all Sections (Letters, Notices, Certificates).
7. Documents scanning for all sections and FFMS forwarding.
8. Xerox taking from all Sections & Divisions in School of Engineering.

