



कुलसचिव कार्यालय / निबन्धक कार्यालय / Office of the Registrar  
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर  
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর  
**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
AN INSTITUTE OF NATIONAL IMPORTANCE

Order No. ...RDO/538/25..... Dated: 21.05.2025

This is for information of all concerned that the Committee constituted vide office order RDO/594/24 dated 19.06.2024 (copy attached) will also execute the stock verification of the physical assets of the Institute for the year 2024-2025 with the same terms and conditions.

This is issued with the approval of the competent authority.

  
कुलसचिव / Registrar

Encl: As stated

To:

1. Chairman and all members of the Committee

Copy forwarded for information and necessary action to:

1. All Deans
2. All Heads of the Departments/Schools/Centre
3. All Officers
4. PS to the Director
5. PS to the Registrar
6. Record Section
7. File copy
8. Institute Website



**OFFICE OF THE REGISTRAR**  
**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
AN INSTITUTE OF NATIONAL IMPORTANCE  
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. RDO/594/24

**Order**

Date: 19/06/2024

This is for information of all concerned that the earlier Committee constituted vide office order no. RDO/502/23 dated 20.06.2023 with the following members will be the same for stock verification of the physical assets of the Institute:

- |   |             |
|---|-------------|
| 1. Prof. Bhabani Prasad Mukhopadhyay<br>Professor & Head, Dept. of Earth Sciences               | Chairman    |
| 2. Dr. Papu Biswas<br>Associate Professor, Dept. of Chemistry                                   | Co-Chairman |
| 3. Sri Malay Garai<br>Private Secretary, Dept. of HRM   | Member      |
| 4. Dr. Sukumar Kundu<br>Associate Professor & Head, Dept. of Metallurgy & Materials Engineering | Member      |
| 5. Dr. Madhumita Roy<br>Assistant Professor GR-II, Dept. of Humanities and Social Sciences      | Member      |
| 6. Dr. Bhaskar De<br>Assistant Professor GR-II, Dept. of Architecture and Planning              | Member      |
| 7. Dr. Zia-Ul-Alam<br>Physical Instructor   | Member      |
| 8. Sri Abani Oraon<br>Assistant Librarian   | Convener    |

The Committee shall prepare a comprehensive list of physical stock on verification of fixed assets of the Institute up to the financial year 2023-24, conducting an elaborate verification of the fixed assets of the Departments, Schools, Centre, Ramanujan Central Library and different offices, etc. and submit a separate list of procurement for the financial year 2023-24.

Once verified each and every fixed assets (such as instruments, computers, printers, furniture, books etc.) shall be marked with proper numbering stickers and the particulars of the same be recorded in the Fixed Assets' Register in GFR format.

The following staff members shall assist the Committee in completing the work, in addition to their normal duties.

- |                        |                           |
|------------------------|---------------------------|
| 1. Sri Kiran Das       | Computer Center           |
| 2. Sri Suhrid Bakshi   | Dean (SW)                 |
| 3. Sri Timir Bag       | Ramanujan Central Library |
| 4. Sri Sukhen Adhikari | Dean (R&C)                |

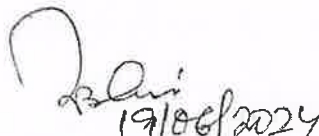
The Committee shall complete the verification process and submit the report on or before 31.07.2024.

This is issued with the approval of the competent authority.

Sd/-  
(Dr. H.P. Sharma)  
Registrar (Actg.)

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Members of the Committee and All staff members to assist the Committee
3. All Deans/Heads of the Departments/Schools/Centre
4. All Officers
5. All Section In-Charges
6. Superintendent of Records
7. Institute Website

  
19/06/2024  
(Dr. H.P. Sharma)  
Registrar (Actg.)



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No. RDO/615/24

Date: 01/07/2024

**Order**

In continuation to the order no. RDO/594/24 dated 19.06.2024, this is for information of all concerned that the following faculty members are included in the Committee as additional members for stock verification of the physical assets of the Institute:

- |  |        |
|--|--------|
| 1. Dr. Rajib Chakraborty<br>Assistant Professor, Dept. of Mechanical Engineering                           | Member |
| 2. Dr. Snehanshu Pal<br>Associate Professor, Dept. of Metallurgy & Materials Engineering                   | Member |
| 3. Dr. Dipsikha Kalita<br>Assistant Professor, SOCSAT  | Member |
| 4. Dr. Indrajit Mukherjee<br>Assistant Professor GR-II, Dept. of Aerospace Engineering & Applied Mechanics | Member |
| 5. Dr. Roshni Maiti<br>Assistant Professor, Dept. of Electrical Engineering                                | Member |
| 6. Dr. Shantonu Roy<br>Assistant Professor GR-II, SOCSAT   | Member |
| 7. Dr. Sneha Murmu<br>Assistant Professor, Dept. of Civil Engineering                                      | Member |

The following staff members are also included as additional staff in the Committee to assist the Committee in completing the work, in addition to their normal duties.

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Sri Sougata Bahadur        | Office of the Registrar |
| 2. Sri Kumaresh Bhattacharyya | Computer Centre         |
| 3. Sri Gouranga Chowdhury     | Mess Section            |

This is issued with the approval of the competent authority.

Sd/-  
(Dr. H.P. Sharma)  
Registrar (Actg.)

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- All Members of the Committee and All staff members to assist the Committee
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- Institute Website

01/07/2024  
(Dr. H.P. Sharma)  
Registrar (Actg.)