



OFFICE ORDER

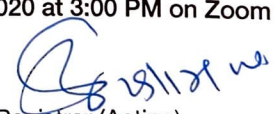
As per directive of the Ministry of Education (MoE), Government of India, the Competent Authority has been pleased to order the appointment of the following Module Administrators to establish accountability for timely implementation of roll out and launch of the modules of SAMARTH ERP – the university automation system in supersession of previous Office Orders REG/Notify/156/1447 dated 20/02/2020, REG/O.O/89/1518 dated 19/03/2020, REG/O.O/89/1529 dated 04/04/2020 and REG/O.O/89/02/ dated 26/05/2020.

Sl. No.	SAMARTH MODULE	ADMINISTRATOR	DESIGNATION
1	Organigram	Santosankar Dasgupta	In-Charge, Computer Centre
2	Organisational Unit	Santosankar Dasgupta	In-Charge, Computer Centre
3	User Management	Santosankar Dasgupta	In-Charge, Computer Centre
4	Employee Management	Sh Debasis Dutta	Joint Registrar (Establishment)
5	Legal Case Management	Sh Hillol Mukhopadhyay	Assistant Registrar (Legal Cell)
6	Estate Management	Sh Subrata Paul	Junior Engineer (Estate Office)
7	Fee Management	Sh Daibakinandan Das	Assistant Registrar (Accounts)
8	File Tracking	Sh Prasun Kanti Das	System Programmer, VBCC
9	Leave Management	Sh Prafulla Kumar Banerjee	Section Officer (E-II)
10	Vendor Bill Tracking	Dr Sanjoy Ghosh	Joint Registrar (Accounts)
11	Research Project Management System	Dr Prashant Meshram	Joint Registrar (Academic & Research)
12	RTI Management	Prof Sudhansu Sekhar Maiti	Nodal Officer, Online RTI
13	Inventory Management	Sh Maloy Sutradhar	Assistant Registrar (CPS)
14	Programme Management	Dr Subhasree Sanyal	Assistant Professor, Social Work
15	Admission	Dr Sanjoy Ghosh	Joint Registrar (Accounts)
16	Payroll	Sh Daibakinandan Das	Assistant Registrar (Accounts)
17	Health	Dr Arindam Chatterjee	CMO (Acting)
18	Transport	Sh Anirban Sircar	Assistant Registrar(PR, GH & Transport)
19	Training & Placement	Prof Narayan Ch Mandal	Director-in-Charge, PSNS
20	Security	Prof Ganesh Ch Malik	Professor-in-Charge, Security
21	Content Federation System	Sh Prasun Kanti Das	System Programmer, VBCC

Sl. No.	SAMARTH MODULE	ADMINISTRATOR	DESIGNATION
22	Knowledge	Dr Ajay Kumar Sharma	Assistant Librarian (Cheena-Bhavana)
23	Sports	Dr Sudarshan Kr Biswas	Deputy Director, Sports Board
24	Grievance	Sh Hillol Mukhopadhyay	Assistant Registrar, Legal Cell
25	Budget Management	Sh Bratin Roy	Assistant Registrar, Finance
26	Uni Web Portal	Dr Sanjay Kumar Datta	System Programmer, VBCC
27	Hostel	Dr Aliul Azim	Assistant Professor, Japanese
28	Student Feedback Mgmt	Dr Prashant Meshram	Joint Registrar (Academic & Research)
29	Endowment	Dr Prashant Meshram	Joint Registrar (Academic & Research)
30	Minutes & Retrieval/ Documents	Sh Utpal Hazra	Assistant Registrar (Meeting)
31	Alumni Management	Sh Utpal Hazra	Assistant Registrar (Meeting)
32	Core Communication	Sh Prasun Kanti Das	System Programmer, VBCC
33	Essential Services (GH & Transport Booking)	Sh Anirban Sircar	Assistant Registrar(PR, GH & Transport)
34	Essential Services(Parking & Conference Hall Booking)	Sh Subrata Paul	Junior Engineer (Estate Office)
35	ToT (Training of Teachers) Management	Prof Kahnu Charan Sahoo	Principal, Vinaya-Bhavana
36	IT Service Desk for University Computer Centre	Santosankar Dasgupta	In-Charge, Computer Centre
37	Residence Allocation Management	Sh Purnendu Laskar	Section Officer (Estate Office)
38	CAS	Prof Rup Kumar Kar	Professor-in-Charge, IQAC
39	Student Life Cycle	Sh Suranjan Ghosh	Assistant Registrar (Examination)
40	Academic Management	Dr Debashis Chakrabarty	Joint Registrar (Examination)
41	Recruitment	Sh Pradip Saha	Assistant Registrar (Recruitment)

The Module Administrators yet to register their user names in SAMARTH are requested to do so immediately by contacting the Resident Roll Out Engineer Sh Raj Nandan Kumar (Mobile: 87440 02413) at the Computer Centre who will provide the necessary handholding support.

The Module Administrators should also attend the month-end Module Admin meetings. The next Module Admin meeting will be held on Thursday 31 December 2020 at 3:00 PM on Zoom which may be joined by visiting <http://bit.ly/vbsamarth>


Registrar (Acting)
Visva-Bharati

REG/Notify/156/362
29 December 2020