



Dr. Satya Mandal

Educational Qualifications

B.E. (IEST, Shibpur); M.Tech (IIT, Dhanbad); PhD (NIT, Durgapur)

Industry Experience

Initial 6 year worked in Coal India Ltd. and Automobiles Companies. Have

Teaching and Research Experiences

14 Years.

Research Interest

Mathematical Modeling

Presently working as Registrar at Diamond Harbour Women's University for more than 3 years.

The Registrar is the Officer of the University who is entrusted with the statutory functions under West Bengal Act XXXVII of 2012 dated 28th January 2013 and the Statutes framed thereunder. The Registrar is the ex-officio Secretary to the statutory bodies of the University, such as Executive Council, the Recruitments of University Employees, Students Admission Committee, Building & Works Committee etc. Apart from the above statutory functions, he/she is also enjoined to assist the Hon'ble Vice Chancellor on all matters pertaining to the administration of the University.

The following functions/duties are performed by the Registrar.

1. All Establishment matters pertaining to the teaching and non-teaching employees of the University.
2. Maintenance of Service Books and Personal Files of all employees.
3. Legal cases.
4. Disciplinary cases.
5. Conducting meetings of the Board of Governors.
6. Recruitment of regular, adhoc and contractual employees and maintenance of Roster Register.
7. Processing of Career Advancement and Assured Career Progression Cases.
8. Printing of advertisements on behalf of the University.
9. Central dispatch work.
10. Vigilance cases.