

**National Institute of Technology Durgapur**  
**Registrar's Secretariat**

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12th December, 2018

**Minutes of the introductory meeting of the new Registrar, Mr. Soumya Sen Sharma, with the existing Officers of the Institute held on 12/12/2018 at the New Senate Hall.**

Officials Present

Prof. Anupam Basu, Director	Mr. Soumya Sen Sharma, Registrar
Dr. B. K. Sarkar, Sr. Medical Officer	Dr. Sucharita Patra, Sr. Medical Officer
Mr. Asit Kumar, Dy. Registrar (Estb)	Mr. A.K. Chattopadhyay, Dy. Registrar (Procurement)
Mr. Uday C. Mukherjee, Dy. Registrar (F&A)	Mr. Asutosh Das, Asstt. Registrar (Audit)
Mr. Ajit Bhagat, S.O. & I/C (Estate)	Mr. Tanmoy Halder, Ex. Engineer
Mr. A. K. Sardar, Asstt Registrar (Estb.)	Mr. Sayon Bhattacharjee, Asstt. Registrar (SW)
Mr. Santosh Saha, T.O.	Mr. D. Mondal, Asstt. Registrar (Legal)
Mr. Jitendra Kumar, Asstt. Librarian	Mr. Hillol Mukherjee, PTI

At the outset, Director welcomed the newly joined Registrar Mr. Soumya Sen Sharma and introduced him with the Officials present. Each officer briefly described his/her area of activity as well as the problems they are facing to carry out their day to day activities. After a brief discussion, Registrar expressed the following observations:

1. For carrying out such internal meetings, plastic water bottles (which is costly as well as a health hazard) should not be used, instead, arrangements should be made outside the meeting room for purified water with paper glass etc.,
2. Registrar expressed that similar meetings should be more frequently held (preferably once in a fortnight) to discuss solutions of the common problems of the offices of NITD.
3. It was also felt that, small medical booklets should be issued to each student of the Institute, so that students can also retain their medical history for future use. It will also help the Medical Officers for offering better medical treatment.

The meeting ended with a vote of thanks to the Chair.

Soumya Sensharma  
Registrar

*Soumya Sen Sharma*  
20.12.18

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*S* 20/12/18