

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

Dy. DT/01
2nd February, 2026

OFFICE ORDER

With the approval of the Competent Authority, the Duties and Responsibilities of the Officers posted in Office of the Dean (Students' Welfare) are hereby re-assigned and cited below:

Sl No.	Name and Designation	Duties and Responsibilities assigned
1.	Shri Jagdeep Singh, DR (ODSW) & AO (Sports), (Additional Charge)	a) Head of Section/Officer-In-Charge of the Office of DSW. b) Gymkhana Fund and its accounting including Clubs. c) Physical Registration of Students. d) Students Fee Collection, Fee-Waiver, MCM, Pocket Allowances, Hostel Seat Rent of SC/ST students etc. e) Procurement and Store keeping of DSW Office. f) Students Scholarships. g) Anti-ragging and other Student's wellness matters. h) Govt. Programmes like Ek Bharat Shrestha Bharat etc. i) RTI Matters, PG Portal Matters, Queries from Ministry etc. j) Any other work assigned by the Institute Authorities. Sports: As an Administrative Officer (Sports) a) Procurement, store-keeping, assets and inventories management. b) Attendance/Leave records of Staff including DWW. Processing of bills for payment. c) Record keeping. d) Deployment of DWW based on requisition received from PESOs for their optimum utilization. e) Any other work assigned by the Institute Authorities.

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Sl No.	Name and Designation	Duties and Responsibilities assigned
2.	Shri Mrityunjay Kumar Mangalam, AR (SW)	a) Hostel Mess contract and processing of Mess bills for payment, ensuring food quality and mess services monitoring. b) Mess Tendering, Mess subsidy, Mess fee refund to students. c) Hostel Administration matters in coordination with the ADHM. d) Attendance/Leave records of staff including DWWs of different Hostels. e) Supervision and coordination of procurement, maintenance of assets & inventory in different Hostels. f) Coordination of Hostel maintenance, cleanliness and hygiene of hostel areas in Coordination with the ECMU/Sanitation Section. g) Student Insurance. h) Coordinating the updation of DSW website. i) Hostel allotment. j) Any other work assigned by the Institute Authorities.

All the above Officers will directly report to the Dean (Students' Welfare) for their assigned duties.


[Dheeraj Kumar]
Deputy Director

To : Shri Jagdeep Singh, DR (ODSW) & AO (Sports), (**Additional Charge**)

: Shri Mrityunjay Kumar Mangalam, AR (SW)

Copy to: Director/All Deans/Registrar/All Assoc. Deans/All HoDs/ All HoSs/ All HoCs/ All Employees.