



Name : Dr. Swapan Kumar Rakshit

Designation : Joint Registrar,
University of North Bengal

Mobile No. : 9434340076

Email id : jointregistrar@nbu.ac.in

Date of Birth : 12.12.1965

Sex : Male

Caste : General

Language Known : Bengali, English, Hindi, Nepali

Experience : Academic 15 years and Administrative 18 years
(Total Experience 33 years)

Educational Qualification: M.Com., Ph.D.

Specialization: Accounting and Finance.

Ph.D. details: FOREST RESOURCE: IT'S PROBLEMS AND
PROSPECTS. A STUDY OF DARJEELING AND
JALPAIGURI DISTRICT, WEST BENGAL

Publication Details:
Number of Pr Reviewed Journals: 5
Number of Books: 2

Number of Ph.D. Guidance: 2

Participation in academic Seminar/Conference/Workshop in number:
1) **National:** 15 2) **State Level:** 2

Service Details:

| Sl. No. | Name of the Organization/ Institution | Designation | Service period | | Scale of Pay |
|---------|--|-------------------------------|----------------|------------|-------------------------------|
| | | | From | To | |
| 1. | St. Joseph's College, Darjeeling | Lecturer | 01.09.1990 | 31.08.1998 | 8000-13500 |
| | | Sr. Lecturer | 01.09.1998 | 31.08.2001 | 10000-15200 |
| | | Lecturer (Selection Grade) | 01.09.2001 | 24.05.2004 | 12000-18300 |
| | | Reader | 25.05.2004 | 31.08.2005 | 12,000-18300 |
| 2. | University of North Bengal | Deputy Registrar | 01.09.2005 | 06.04.2021 | 12,000-18300 (Pre-revised) |
| | | Joint Registrar | 07.04.2021 | Till date | 144200-218200 |

Additional Charge of the Office of the Registrar, University of North Bengal

| Sl. No. | Designation | Period | |
|---------|-------------------------|------------|------------|
| | | From | To |
| 1. | Registrar (Adhoc) | 01.07.2007 | 27.11.2007 |
| 2. | Registrar (Acting) | 30.03.2010 | 06.02.2012 |
| 3. | Registrar (Officiating) | 30.09.2013 | 02.10.2013 |
| | | 16.10.2015 | 01.09.2016 |
| | | 01.01.2017 | 04.07.2017 |

Performed / performing other additional duties:

1. Performed as in-Charge of Secretary, Undergraduate Council several times.
2. Performed as in-Charge of Joint Registrar, Faculty Council for P.G. Studies in Science and Arts, Commerce & Law.
3. Performed as in-Charge of Director, A.K.M Museum, University of North Bengal.
4. Acted as an Inquiry Officer in the year 2007, 2020 and 2021.
5. Performing as Coordinator, NBU Jalpaiguri Campus.
6. Time to time acting as Resource Person in UGC – HRDC, NBU.

Member of statutory and non-Statutory Bodies of the University of North Bengal:

1. Member of Standing Committee of Non-Teaching Employees.
2. Member of screening committee (CAS) of Non-Teaching Employees.
3. Member of Promotion Committee of Non-Teaching employees.
4. Coordinator, Hostel Monitoring Committee.
5. Coordinator, Foreign Student Cell.
6. Convener, API Sub-Committee for promotion / CAS of University Teacher/ Librarian.
7. Convener, Screening Committee for CAS of University Teacher/ Librarian.
8. Convener, Student Grievance Redressal Cell.
9. Nodal Officer, AISHE.
10. Member of Roster Committee for Teachers/ Officers/ Non-Teaching employees.
11. Member of Liaison Committee, NBU Alumni Association.
12. Convener, Liveries Committee for Non-Teaching employees.