



# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

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## OFFICE OF THE REGISTRAR



Ref. No.: F254.V1/REG/0021-20

Date: 04.01.2020

### NOTIFICATION

The undersigned is very much glad and takes pleasure to inform all of you that **Mr. Avijit Datta** has joined to the post of **System Administrator** in the Cooch Behar Panchanan Barma University on **01.10.2019**. All are requested to contact with him for the following purposes as and when necessary:-

1. The System Administrator will act as **the Admin of NAD (National Academic Depository)**.
2. The System Administrator will act as **the Admin of SPoC (Single Person of Contact)**.
3. The System Administrator will act as **the Admin of NCS (National Career Service)**.
4. **Maintenance and up gradation of University Website.**
5. Any sort of **Software and Hardware problems of computer and peripherals.**
6. **Up gradation of computer system** of the concerned Department.
7. Problems relating to **Internal Network System.**
8. Relating to **Computer Peripherals Installation** and other problems including **Projector, Virtual Classroom and Library Automation System** etc.
9. **Any sort of Technical problems.**

All are requested to act accordingly.

*Sd/-*  
Registrar

#### In communication to:

1. The Hon'ble Vice Chancellor, Cooch Behar Panchanan Barma University.
2. The Dean, Faculty of Post-Graduate Studies in Science, Technology and Vocational Studies, Cooch Behar Panchanan Barma University.
3. The Dean, Faculty of Post-Graduate Studies in Arts, Fine Arts, Performing Art and traditional Art Forms, Cooch Behar Panchanan Barma University.
4. The Finance Officer, Cooch Behar Panchanan Barma University.
5. The Controller of Examination, Cooch Behar Panchanan Barma University.
6. The Inspector of College, Cooch Behar Panchanan Barma University.
7. The Development Officer, Cooch Behar Panchanan Barma University.
8. The Assistant Registrar, Cooch Behar Panchanan Barma University.
9. The Assistant Controller of Examination, Cooch Behar Panchanan Barma University.
10. The System Administrator, Cooch Behar Panchanan Barma University. **(E-mail: systemadmin@cbpbu.ac.in)**
11. The Head/ Coordinator with all colleagues, all the Academic Departments, Cooch Behar Panchanan Barma University.
12. Mr. Avijit Datta, System Administrator, to upload the notice in the University website.
13. Guard File.