

CURRICULLAM VITAE

1. Name : **BRATIN ROY**
2. Father's Name : Late Bipulananda Roy
3. Address : "Rupsha", Simantapally (South), Santiniketan,
P.O.- Santiniketan, Dist.- Birbhum, West Bengal, Pin - 731235
4. Date of Birth : 23rd December 1969
5. **Educational Qualification** :
 - i) B.Sc.(Calcutta University)
 - ii) Diploma in Civil Engineering
 - iii) M.A. in Sociology
6. Additional Qualification : Diploma in Computer Aided Drawing (AutoCAD)
7. Languages known : English, Hindi, Bengali, Gujarati, Assamese
8. **Date of Joining (at Visva-Bharati)** : 20th November'2000
9. **Present Position** : Assistant Registrar (since December'2016)
10. **Professional Experiences:**
 - Supervision and Execution of Construction works, Project Management, Project Monitoring, Project Estimate, Tender Evaluation & Tendering.
 - Overall Management of University Land/Estate, Execution of works related to land survey, demarcation, settlement/correction of records etc. Management of facilities e.g. allotment of staff quarters, pay-parking, pay & use toilets, pisciculture, staff canteen etc.
 - Public Relation activities of University, Providing hospitality services during VVIP & VIP visits. Management of University Guest Houses.
 - General Administration and Accounts of Sponsored Research Projects, Payments of honorarium & fellowship to students etc., Arrangement for L.C. Opening, F.D.D. & Wire Transfer etc.
 - Organizing Executive Council Meeting, Court Meeting & other Statutory Body Meeting of University. To assist Registrar for preparing agenda & minutes.
 - General Administration and Accounts of Sangit Bhavana & Rabindra Sangit Gaveshana Kendra (RSGK), Payments of honorarium & fellowship to scholars. Arrangement for procurement of Musical Instruments, Equipment, Furniture etc.
 - Finalization of Statement of Facts, Preparation of Brief History, Liasion with Lawyers, Processing of all legal bills etc.
 - Overall monitoring of Budget, Investment of University fund in Different Banks, Retirement Benifit related works.

1. CAREER PROFILE :**NOVEMBER 2000 - TILL DATE : VISVA-BHARATI , Santiniketan**

Sl. No.	Period		Post Held	Department/Section	Remarks
	From	To			
1.	20.11.2000	11.10.2004	Junior Engineer	Estate Office	10 Yr. 01 Month.
2.	12.10.2004	18.12.2010	Section Officer		
3.	19.12.2010	07.01.2013	Section Officer (Dy. Public Relations Officer)	Public Relations Office	02 Yrs. 01 Month.
4.	08.01.2013	11.12.2013	Section Officer (Projects)	Accounts Office	11 Months.
5.	12.12.2013	03.07.2014	Section Officer	Meeting Section (Registrar's Office)	07 Months.
5.	04.07.2014	09.10.2015	Section Officer	Sangit Bhavana (Upto 27.11.2014) & Office of the Provost(SNN&U) (from 28.11.14 - 09.10.15)	01 Yr.03 Months. In addition to that looking after the Administrative works of Rabindra Sangit Gabeshana Kendra (RSGK)
7.	10.10.2015	12.12.2016	Section Officer (Dy. Public Relations Officer)	Public Relations Office	01 Yr. 04 Months. In addition to that looking after the Administrative works of Rabindra Sangit Gabeshana Kendra. Relieved from RSGK on 02.08.2016
	13.12.2016	05.03.2017	Assistant Registrar		
	06.03.2017	19.02.2020	Assistant Registrar	Legal Cell	02 Yrs. 11Months.
	20.02.2020	Till Date	Assistant Registrar	Finance Office	02 Yrs. 08 Months.

JULY 1991 - NOVEMBER 2000 : Other Private Organization

Sl. No.	Period		Post Held	Organization	Remarks
	From	To			
	Feb.'1995	Nov.'2000	Site Engineer	Development Consultants Limited, 24B Park Street Kolkata -16	Architecture Cell - Project Management Group (05 Yrs. 09 Mnths.)
	April.'1994	Feb.'1995	Junior Engineer	Sumangal Services Private Limited 1/1 A, Upper Wood Street, Kolkata -17	Army Welfare Housing Organization (AWHO) Project Kaikhali (10 Mnths.)
	June'1993	Jan.'1994	Trainee Engineer	ESAB India Limited Khardah , 24 Pgs. (North)	07 Mnths.
	Aug.'1992	June'1993	Supervisor	Himani Limited 13 , B.T. Road,Kolkata - 16	10 Mnths.
	July'1991	July'1992	Site Engineer	Chatterjee Construction 26 C , School Roa Sodepur	01 Yrs.