



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS
(An Institute of National Importance Established Under Act of Parliament)
(Jais, Amethi, Uttar Pradesh: 229304, India)

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Office of the Academic Affairs

Ref. No.: RGIPT/Jais/DA-ADAA /01/2021

04th December 2021

Subject: Assignment of Duty for Assistant Dean (Academic Affairs)

This is to bring to the Notice of all concerned that the following duties are assigned to the Assistant Dean (Academic Affairs) with immediate effect for necessary information and adherence

Duties

- Scholarships to UG & PG students
- Stipends to PG students
- Course Registration and Nominal Role
- Examinations

This has the approval of the competent authority of the Institute.

Dean (Academic Affairs)

Copy to:

1. All Heads of Departments
2. Assistant Dean (Academic Affairs)
3. In-Charges of EIB & AEIS
4. All Convener, DUGC/DPGC
5. Dy. Registrar (Academic Affairs)
6. Secretary to the Director

Dean (Academic Affairs)