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ADYAPEATH ANNADA POLYTECHNIC COLLEGE

(Sponsored by Govt of West Bengal)

50, D.D. MONDAL GHAT ROAD, DAKSHINESWAR, KOLKATA-700 076

Ref: AAPC/16/175/26

Date: 03/09/2026

ORDER

Reg: Appointment of Institute Nodal Officer for Scholarship Programmes

In order to ensure the smooth implementation, monitoring, verification and timely processing of scholarship applications under various scholarship schemes for the students of **Adyapeath Annada Polytechnic College**, the undersigned is pleased to appoint the **Institute Nodal Officer** for the scholarship programmes mentioned below.

The Institute Nodal Officer shall be responsible for coordinating scholarship-related activities, including dissemination of information among students, verification of applications and documents, communication with the concerned scholarship authorities, maintenance of necessary records, and ensuring timely submission of applications/reports as per the prescribed guidelines.

The details of the scholarship programmes are as follows:

Sl. No.	Name of Scholarship Programme	Nodal Officer Name	Designation	Contact No.
1	Swami Vivekananda Merit –Cum-Means Scholarship	Abhijit Kundu	Lecturer in EE	7908833591
2	National Scholarship Portal (NSP)	Abhijit Kundu	Lecturer in EE	7908833591
3	KANYASHREE	Dipannoy Dhar	Lecturer in ME	8918259551
4	AIKYASHREE	Subhraneel Mukherjee	Lecturer in Chemistry	8250858255
5	AICTE Scholarship	Dipannoy Dhar	Lecturer in ME	8918259551
6	OASIS Scholarship	Suman Mridha	Lecturer in EE	9832729456

Computer related work : Pratik Kalya.

Documents related work: Dibyendu Dhibar.

Responsibilities of the Institute Nodal Officer

The appointed Nodal Officer shall:

1. Inform eligible students about the scholarship schemes and application procedures.
2. Assist students in understanding the requirements and prescribed guidelines.
3. Verify scholarship applications and supporting documents submitted by students.
4. Coordinate with the concerned scholarship authority/department whenever required.
5. Ensure timely forwarding/verification of applications through the prescribed portal.

6. Maintain proper records of applications, verifications, sanctions and related correspondence.
7. Follow up on pending or rejected applications and communicate necessary information to the concerned students.
8. Ensure confidentiality and proper handling of student information and documents.
9. Perform any other scholarship-related duty assigned by the competent authority.

This order shall come into force with immediate effect and shall remain valid until further orders.

Signatures of the following officials:-

SL NO.	NAME	DESIGNATION	SIGNATURE
1	Abhijit Kundu	Lecturer in EE	Abhijit Kundu
2	Suman Mridha	Lecturer in EE	Suman Mridha
3	Dipannoy Dhar	Lecturer in ME	Dipannoy Dhar
4	Subhraneel Mukherjee	Lecturer in Chemistry	Subhraneel Mukherjee
5	Dipannoy Dhar	Lecturer in ME	Dipannoy Dhar
6	Pratik kalya	Workshop Instructor in CST	Pratik Kalya
7	Dibyendu Dhibar	Laboratory Assistant in ME	Dibyendu Dhibar

SSC

03.09.22

Principal-in-Charge

Adyapeath Annada Polytechnic College

Principal-in-Charge

Adyapeath Annada Polytechnic College (Govt. Sponsored)

Dakshineswar Ramkrishna Sangha

Adyapeath, Kolkata-700076

Copy to:

1. The concerned Institute Nodal Officer for information and necessary action.
2. All Heads/Faculty Members/Concerned Staff for information.
3. Notice Board/Institute Website.
4. Office File.



SSC

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