

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**  
**OFFICE OF THE DEAN (STUDENT WELFARE)**

**Escalation matrix for raising the queries on different subject matters.**

Sl. NO.	Subject matter	Name, designation, email, phone number of officials		
		LEVEL – 1	LEVEL – 2	LEVEL - 3
	<b>Timeline applicable for all</b>	<b>03 working days</b>	<b>03 working days</b>	<b>03 working days</b>
	Character certificate – Please visit institute website, format of application of character certificate is available. Please fill and forward the same on the address provided on the bottom of the form. Your certificate will be mailed. If you request it will be sent through post also as per address provided in format of application	<a href="mailto:officeofdsw@iitism.ac.in/ar_sw@iitism.ac.in">officeofdsw@iitism.ac.in/ ar_sw@iitism.ac.in</a>	<a href="mailto:adean_sw@iitism.ac.in">adean_sw@iitism.ac.in</a>	<a href="mailto:dean_sw@iitism.ac.in">dean_sw@iitism.ac.in</a>
Mr. R P Rajak/M N Pandey		Prof. A. Mallick	Prof. M K Singh	
Section Officer/Assistant Registrar		Associate Dean (SIW)	Dean(Students Welfare)	
0326-2205205		0326- 223 5219/5205	0326-2205205	
2	Matters related to all Scholarship (Dealt by office of DSW (except SC/ST mess subsidy, hostel seat rent & pocket allowance )	<a href="mailto:officeofdsw@iitism.ac.in/ar_sw@iitism.ac.in">officeofdsw@iitism.ac.in/ ar_sw@iitism.ac.in</a>	<a href="mailto:adean_sw@iitism.ac.in">adean_sw@iitism.ac.in</a>	<a href="mailto:dean_sw@iitism.ac.in">dean_sw@iitism.ac.in</a>
Mr.Sachin Paul/Shri Raju Rajak / M N Pandey		Prof. A. Mallick	Prof. M K Singh	
Section Officer/Assistant Registrar		Associate Dean (SIW)	Dean(Students Welfare)	
0326-2205205		0326- 223 5219/5205	0326-2205205	
3	SC/ST mess subsidy, hostel seat rent & pocket allowance	<a href="mailto:officeofdsw@iitism.ac.in/ar_sw@iitism.ac.in">officeofdsw@iitism.ac.in/ ar_sw@iitism.ac.in</a>	<a href="mailto:adean_sw@iitism.ac.in">adean_sw@iitism.ac.in</a>	<a href="mailto:dean_sw@iitism.ac.in">dean_sw@iitism.ac.in</a>
Mr. R P Rajak/M N Pandey		Prof. A. Mallick	Prof. M K Singh	
Section Officer/Assistant Registrar		Associate Dean (SIW)	Dean(Students Welfare)	
0326-2205205		0326- 223 5219/5205	0326-2205205	
4	Issues related to Hostel	<a href="mailto:officeofdsw@iitism.ac.in/ar_sw@iitism.ac.in">officeofdsw@iitism.ac.in/ ar_sw@iitism.ac.in</a>	<a href="mailto:adean_hostel@iitism.ac.in">adean_hostel@iitism.ac.in</a>	<a href="mailto:dean_sw@iitism.ac.in">dean_sw@iitism.ac.in</a>
Mr. R P Rajak/M N Pandey		Prof. S P Tiwari	Prof. M K Singh	
Section Officer/Assistant Registrar		A. Dean (Hostel Mgmt)	Dean(Students Welfare)	
0326-2205205		0326223 5270/5205	0326-2205205	

5	Matters related to Insurance	<a href="mailto:officeofdsw@iitism.ac.in/ar_sw@iitism.ac.in">officeofdsw@iitism.ac.in/ ar_sw@iitism.ac.in</a>	<a href="mailto:adean_sw@iitism.ac.in">adean_sw@iitism.ac.in</a>	<a href="mailto:dean_sw@iitism.ac.in">dean_sw@iitism.ac.in</a>
		Mr. R P Rajak/M N Pandey	Prof. A. Mallick	Dean(Students Welfare)
		Section Officer/Assistant Registrar	Associate Dean (SIW)	Prof. M K Singh
		0326-2205205	0326- 223 5219/5205	0326-2205205
6.	Matter related to Sports and physical education	<a href="mailto:spo@iitism.ac.in">spo@iitism.ac.in</a>	<a href="mailto:Adean_sa@iitism.ac.in">Adean_sa@iitism.ac.in</a>	<a href="mailto:dean_sw@iitism.ac.in">dean_sw@iitism.ac.in</a>
		Sports Officer	Associate Dean (SA)	Prof. M K Singh
		Dr. D N Acharya	Prof. Rakesh Singh Moirangthem	Dean(Students Welfare)
		0326-2235634/5698	0326 223 5677/5205	03262235205
7.	Matters related to Student club activities	<a href="mailto:officeofdsw@iitism.ac.in/ar_sw@iitism.ac.in">officeofdsw@iitism.ac.in/ ar_sw@iitism.ac.in</a>	<a href="mailto:Adean_sa@iitism.ac.in">Adean_sa@iitism.ac.in</a>	<a href="mailto:dean_sw@iitism.ac.in">dean_sw@iitism.ac.in</a>
		Mr. R P Rajak/M N Pandey	Prof. Rakesh Singh Moirangthem	Prof. M K Singh
		Section Officer/Assistant Registrar	Associate Dean (SA)	Dean(Students Welfare)
		0326-2205205	0326 223 5677/5205	0326-2205205
8.	Matter related to Counseling Centre	<a href="mailto:officeofdsw@iitism.ac.in/ar_sw@iitism.ac.in">officeofdsw@iitism.ac.in/ ar_sw@iitism.ac.in</a>	<a href="mailto:adean_sw@iitism.ac.in">adean_sw@iitism.ac.in</a>	<a href="mailto:dean_sw@iitism.ac.in">dean_sw@iitism.ac.in</a>
		Mr. R P Rajak/M N Pandey	Prof. A. Mallick	Prof. M K Singh
		Section Officer/Assistant Registrar	Associate Dean (SIW)	Dean(Students Welfare)
		0326-2205205	0326- 223 5219/5205	0326-2205205
9	Any other request related to the domain of Office of Dean (SW)	<a href="mailto:ar_sw@iitism.ac.in">ar_sw@iitism.ac.in</a>	<a href="mailto:adean_sw@iitism.ac.in">adean_sw@iitism.ac.in</a>	<a href="mailto:dean_sw@iitism.ac.in">dean_sw@iitism.ac.in</a>
		Assistant Registrar (SW)	Prof. A. Mallick	Prof. M K Singh
		0326-2205205	Associate Dean (SIW)	Dean(Students Welfare)
		Mr. M N Pandey	0326- 223 5219/5205	0326-2205205