



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Mr. Indrajit Dawn
Assistant Professor, CSE Department
Regent Education and Research Foundation Group of Institutions
Barrackpore, Kolkata 700121

Date: 23/11/2020

Dear Mr. Dawn,

Subject: Appointment as Wellness Officer at Regent Education and Research Foundation Group of Institutions

Greetings from the Regent Education and Research Foundation Group of Institutions! I'm delighted to congratulate you on your new role as wellness officer. We are pleased to acknowledge your exceptional skills and dedication, and we believe that your contribution to this new position will be very beneficial to our esteemed organisation and its members.

Starting on December 01, 2020, you will hold the position of Wellness Officer in addition to your current position as Assistant Professor in the Computer Science and Engineering (CSE) Department. With this dual position, you will be able to enhance both departmental academic success and the wellbeing of our college community.

Job Responsibilities as Wellness Officer:

- **Develop and Implement Wellness Programs:** You will be responsible for formulating and putting into action wellness activities to promote a supportive and healthy environment for all staff and students. These programs should encompass physical, mental, and emotional well-being.
- **Counselling and Guidance:** You will be available as the wellness officer to provide counselling and advice to students and staff who may need assistance in handling stress, academic difficulties, or personal challenges.
- **Organize Workshops and Seminars:** To encourage preventative care and healthy living choices, organise and conduct workshops, seminars, and awareness campaigns on various health and wellness subjects.
- **Liaise with Health Professionals:** To conduct medical camps, health checks, and other pertinent activities for the college community, work with outside health specialists and organisations.
- **Crisis Management:** Be ready to respond quickly and effectively to any emergencies or crises involving the safety of the students and staff.
- **Collect and Analyze Data:** Regularly gather and analyze data related to the effectiveness of wellness programs to assess their impact and make data-driven improvements.

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : rerfkolkata@gmail.com, Website : www.rerf.in

Campus Address:

Bara Kanthalia, Barrackpore
P.O: Sewli Telinipara, P.S.: Titagarh
Kolkata - 700 121
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

11/3, Biresw Guha Street
7th Floor, Kolkata - 700 017
Tel.: 033-3221-3013



REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

- **Support Campus Wellness Facilities:** Work closely with the administration to ensure the availability and maintenance of facilities that promote wellness, such as fitness centers, sports facilities, and mental health resources.

Notably, your current position as an assistant professor in the CSE Department will not be impacted by your appointment as the wellness officer. We have complete faith in your ability to handle both duties with the utmost professionalism and commitment.

You will be directly accountable to Mr. Subhankar Ghosh, Registrar, RERFGI, who will offer advice and support as needed for you to perform your tasks successfully. Congratulations once more on your selection as the wellness officer for the Regent Education and Research Foundation Group of Institutions. Your knowledge and enthusiasm for building a strong community will surely aid in the development and general success of our organisation.

Please signify your acceptance of this appointment by signing and returning a copy of this letter to the HR Department.

We eagerly anticipate your valuable contributions and wish you great success in your new role.

Yours sincerely,

Dr. Rajorshi Bandyopadhyay
Principal, Regent Education and Research Foundation Group of Institutions
Barrackpore, Kolkata 700121

CC:

1. HR Manager, HR Department
2. HOD, CSE Department
3. Registrar, RERF

DR. RAJORSHI BANDYOPADHYAY, (Principal)
REGENT EDUCATION & RESEARCH FOUNDATION
Bara Kathalia, Sweli Telinipara
Barrackpore, Kolkata - 700121

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : rerfolkata@gmail.com, Website : www.rerf.in

Campus Address:

Bara Kanthalia, Barrackpore
P.O: Sewli Telinipara, P.S.: Titagarh
Kolkata - 700 121
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

11/3, Biresh Guha Street
7th Floor, Kolkata - 700 017
Tel.: 033-3221-3013