Office of the Dean Academic
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering & Science University,Shibpur)
P.O :Botanic Garden, Howrah – 711 103,West Bengal, India
Telephone: (033) 2668-4561-63, 2668-0521-25, Fax: (033) 2668-0637
Website : https://www.iiests.ac.in

No. 118/ACAD/2022   Date: September 27, 2022

NOTICE

This is to inform all newly admitted students of PG & Ph.D. Programme (AY 2022-2023) that a G Suite account will be created for each and every registered student of the Institute and they have to communicate using this mail-id. The G Suite account will remain activated during the student's tenure in the Institute.

An invitation will be sent to their existing email ids about the said account. Note that any modification in the names assigned by Institute G Suite admin may lead to the deactivation of the account.

All registered students are required to activate the G-suite account. The rules to be followed in using G-Suite are attached.

This is issued with the concurrence of the competent authority.

Sd/-
Dr. Nirmalya Kr. Bhattacharyya
Deputy Registrar (Academic)

No. 118/ACAD/1(07)/2022   Date: September 27, 2022

Copy forwarded for information and necessary action to:

1. Office of the Director
2. The Dean (Student Welfare)
3. All Heads of the Departments/Schools/Centers
4. The Chairman-Network & IT Infrastructure Committee
5. The Faculty-In-Charge- Institute Website
6. The Student Senate
7. Institute Website

Deputy Registrar (Academic)
IIEST, Shibpur

Norms to be followed by the students for use of G Suite ID

1. The student should put a recent photograph of his/her face as the profile photo of G Suite account. If irrelevant photograph is set as profile photo then the account will be deactivated.
2. Do not share the meeting (class) link with anyone else.
3. Keep your power plug ready as online video conference require good amount of power consumption.
4. Do not edit the Institute G Suite ID name; it may deactivate your G Suite ID.
5. G Suite account provided to the student is valid during the period of studentship in IIEST, Shibpur.
6. Do not use this G Suite account for any purpose other than the academic activities of the Institute.
7. If you need to attend any online class as per the instruction of the Teacher, keep your microphone in mute condition. With the permission of your teacher when you want to talk, unmute yourself and mute it again as soon you finish. If you want to ask any question or tell anything in the class take permission of the teacher by writing in the chat box.