

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. 1854/Exam Date: November 27, 2020

NOTICE

The candidates who have been provisionally admitted into B.Tech. / B. Arch. Programme of Indian Institute of Engineering Science and Technology, Shibpur for the academic year 2020-21 are instructed to note the following:

Every student shall be provided with G-Suite email ID. For activation of G-Suite ID, every admitted student shall receive a mail in the registered email ID. The student shall have to take action for activation within 48 hours. A student shall be allowed to attend the classes and other academic activities through G-Suite ID only. Students are also advised to check the notice of the Dean (Academic) No. 1815/Exam dated August 26, 2020 regarding Norms to be followed by the students for use of G Suite ID and Attending On-Line Classes.

All students shall be divided into eight groups. The students of different departments shall be mixed up in every group. The details of the groups shall be intimated before commencement of classes.

The semester shall start with an Orientation Programme. All admitted students are compulsorily required to attend the all modules of the Orientation Programme. The details of the Orientation Programme and the date of commencement of regular online classes shall be intimated soon. The procedure for attending the Orientation Programme shall also be intimated.

This is issued with the approval of the Dean (Academic).

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

No. 1854/1(8) Exam Date: November 27, 2020

Copy forwarded for information and necessary action to:

- 1. The Dean(Faculty Welfare) & Chairman of the Committee for Orientation Programme
- 2. The Dean(Academic)
- 3. The Dean(Student Welfare)
- 4. The Chairman-SUGC
- 5. All Heads of the Departments
- 6. The Professor-In-Charge(Admission)
- 7. The Chairman-Student Senate
- 8. Institute Website

Deputy Registrar (Academic)

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No. 1815/Exam Date: August 26, 2020

NOTICE

Norms to be followed by the students for use of G Suite ID and Attending On-Line Classes

- 1. 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.
- 2. If you want to ask any question or tell anything in the class take permission of the teacher by writing in the chat box.
- You should put a recent photograph of your face as the profile photo of your G Suite
 account. If irrelevant photograph is set as profile photo then the account will be
 deactivated.
- 4. Do not share the meeting (class) link with anyone else.
- 5. Keep your power plug ready as online video conference require good amount of power consumption.
- 6. Do not edit the Institute G Suite ID name, it may deactivate your G Suite ID.
- 7. G Suite account provided to you is valid during the period of your studentship in IIEST, Shibpur.
- 8. Do not use this G Suite account for any purpose other than the academic activities of the Institute.

Sd/-Prof Sudip Kumar Roy Dean (Academic)

No. 1815/1(7) Exam Date: August 26, 2020

Copy forwarded for information and necessary action to:

- 1. PS to the Director
- 2. The Chairman- Network & IT Infrastructure Committee
- 3. All Heads of the Departments/Schools/Centers
- 4. The Associate Dean(Academic)
- 5. The Deputy Registrar(Academic)
- 6. The Student Senate
- 7. Institute Website

26.08.2020

Dean (Academic)
IIEST, Shibpur