



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. 1829/Exam

Date: September 21, 2020

CIRCULAR

Students and Scholars are hereby instructed not to write any mail directly to the Director or Dean (Academic) on any academic matter without routing through the concerned Head of the Department / School / Centre. They are also advised not to send any mail on behalf of any group of students. An individual can only make an appeal for his own case by sending an email to Dean (Academic) or other officials using his G-suite ID allotted to him by the Institute. The academic matter can be mailed through General Secretary / Assistance General Secretary of the Students Senate.

This is issued with the concurrence of the competent authority.

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

No. 1829/1(9) Exam

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Copy forwarded for information and necessary action to:

1. PS to the Director
2. The Dean(Academic)
3. The Dean(Student Welfare)
4. All Heads of the Departments/Schools/Centers
5. The Chairman-SPGC & SUGC
6. The Chief Warden
7. The Registrar
8. The Student Senate
9. Institute Website

Deputy Registrar (Academic)
IIEST, Shibpur