



নিবন্ধক কার্যালয় / कुलसचिव कार्यालय / Office of the Registrar
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

ভারত সরকারের শিক্ষা মন্ত্রকের অধীনে একটি জাতীয় গুরুত্বপূর্ণ প্রতিষ্ঠান / भारत सरकार के शिक्षा मंत्रालय के अंतर्गत राष्ट्रीय महत्व का संस्थान / An Institute of National Importance under MoE, Government of India

No. RD0/1214/25
Date: September 19, 2025

Order

The undersigned is directed to inform that the Competent Authority is pleased to constitute a committee with the following members with their individual responsibilities in a tabular format for maintenance of classrooms in Central Pool.

Sl. No.	Name of Committee Members with designation	Responsibilities
1.	Prof. Santanu Das, Chairman, Audio-Visual Cell	Regular maintenance of audio-visual facilities in the class rooms
2.	Dr. Atanu Banerjee, Executive Engineer (Electrical) (Actg.), IWD	Any electrical related issues
3.	Dr. Subrata Kumar Paul, Associate Dean (Infrastructure & Planning)	Investigate any furniture related issues and co-ordinate with OIC (S&P) and AR (Estate)
4.	Dr. Hari Prasad Sharma, Officer-in-Charge (Stores & Purchase)	Procurement of furniture, if any
5.	Dr. Bivore Das, Assistant Registrar (Estate)	Repair and maintenance of furniture, if any
6.	Sri Barun Kumar Hazra, Executive Engineer (Civil), IWD	Any civil related issues

The committee will supervise the regular maintenance of audio-visual facilities, civil and electrical facilities and furniture facilities so that the students and teachers during classroom are not affected in any way.

This is issued with the approval of the Competent Authority.


Registrar

To:

All the Committee Members

Copy forwarded for information and necessary action:

1. All Deans /Associate Deans
2. All Heads of the Departments/Schools/Centres
3. All Officers
4. PS to the Director
5. PS to the Registrar
6. Institute Website

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