



कुलसचिव कार्यालय / निवृत्तक कार्यालय / Office Of The Registrar
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE

Office Order RDO/404/25 Dated 28th March, 2025

The undersigned is to convey that the Competent Authority is pleased to appoint Prof. Anirban Gupta, Professor, Dept. of Civil Engineering as Dean, International Relation and Alumni Affairs (IRAA) w.e.f. 1st April, 2025, initially for a period of 2 (two) years or until further orders.

Copy of the relevant resolutions for delegation of power of Dean (IRAA) are enclosed.

The excellent services rendered by Prof. Debasis Datta, Professor, Dept. of Mechanical Engg. as Dean, International Relation and Alumni Affairs, are greatly appreciated and placed on record and he is requested to continue his Deanship [as Dean (IRAA)] upto 31st March, 2025.


28/03/25
Registrar

To:

1. Prof. Anirban Gupta, Professor,
Dept. of Civil Engineering (Through Head)
2. Prof. Debasis Datta, Dean, IRAA and Professor,
Dept. of Mechanical Engg. (Through Head)

With a request to handover and takeover charge accordingly.

A copy of the same charge report please be sent to the Registrar for record.

Copy to:

1. All Deans/Associate Deans
2. All Heads of Departments/Schools/Centres
3. All Officers
4. All Hostel/Hall Warden
5. PS to the Director
6. Secretary to the Registrar Office
7. Record Section
8. Institute Website

P.O. - BOTANIC GARDEN, HOWRAH - 711 103, WEST BENGAL, INDIA

Phone : (033) 2668-1503 • E-mail : regis@iiests.ac.in • Website : www.iiests.ac.in

Established on 24th November, 1856 : Formerly known as B.E. College, B.E. College (Deemed University) and Bengal Engineering and Science University, Shibpur



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

GANESH CHANDRA MITRA MEMORIAL MEDAL shall be awarded to the student Shubrojoyoti Karmakar (Master of Technology in Computer Science and Engineering) and Vriti Sharma (Master of Technology in Biomedical Engineering) who secured 1st position among the postgraduates of all the disciplines taken together. Some endowment medals also shall be awarded to the students who have stood first in their respective disciplines or have secured highest marks in particular subject. BoG considered the same and approved.

It has been informed that Sri P M Prasad, Chairman cum Managing Director, Coal India Limited agreed to grace the convocation as the Chief Guest. It was also discussed regarding awarding of Doctorate Honris Causa for persons with highest achievements in their chosen fields and also Distinguished Alumnus Awards for the notable contributions made by alumni in the interest of the institute. A list of such awardees in the past alongwith their contact shall be prepared by Dean (IR&AA) by 31.01.2025 and can be hosted in the institute web site. This is apart from contacting them for suitable support to the institute. BoG considered the same and approved.

Item No. 29.08 To consider the reservation roster of the teaching and non-teaching employees of the Institute.

Resolution 29.08 *The reservation rosters prepared following the government norms, as provided in the clause 23(2) of the Statutes of IEST, Shibpur, for teaching as well as for non-teaching positions have been approved by the Chairperson, BoG and placed for ratification. PwBD roster is also maintained. BoG has ratified the same.*

Item No.29.09: To consider the report of the committee constituted to propose the duties and responsibilities of deans, associate deans and wardens.

Resolution 29.09 *The duties and responsibilities of the Deans (6), Associate Deans (12) and warden have been delineated to avoid overlaps and to cover various functional areas and changing demands. After discussion, BoG approved the same for their notification and immediate implementation. Registrar will do the needful. Since the duties and responsibilities of different Dean positions are enumerated in the IEST Statute [Ref-19(e)], necessary proposal for revision of the Statutes shall be placed in the subsequent BoG meeting.*

Item No. 29.10: To consider the delegation of financial powers to Deans for matters related to various functional activities for decentralisation and to speed up the processes of institutional development and activity accomplishment.

Resolution 29.10 *Delegating limited financial powers to the Deans was proposed for efficient and quicker functions and delivery. A proposal for such financial powers has been prepared in line with some NITs (NIT Silchar, NIT Warangal). 20th FC has recommended the same and BoG approved the proposal. This is approved as per the clause 17(16) of the Statute.*

Item No. 29.11: To consider the empanelment of lawyers

Resolution 29.11 *Advertisement through website was published seeking expression of interest to serve as legal advisor of the IEST, Shibpur. Applications were scrutinised by a committee and the recommendation of the committee is placed for empanelment of lawyers. Eight applications were received, out of which 6 applications fulfilling the eligibility criteria are recommended for empanelment. BoG suggested to present the CV of each recommended applicant, which may be done in subsequent BoG for further decision.*

Item No.29.12: To consider the recommendations of selection committee for recruitment of Registrar, EE (Civil), EE (Electrical), Senior Medical Officer.

Resolution 29.12 *Selection committee meeting and interview were completed for the posts of Registrar, Executive Engineer (Civil), Executive Engineer (Electrical) and Senior Medical Officer. Recommendation of the selection committees are placed for consideration of BoG. Being single sanctioned post in each position, the posts were unreserved. The senior medical officer was a promotional post. However, no eligible candidate was available in the feeding cadre of Medical Officer till the last date of receipt of applications and hence direct recruitment was initiated. BoG approved the selection of recommended candidates as attached and authorised the Director for necessary action for immediate appointment. BoG also noted that one candidate Mr Aritra Samanta has been placed in the waitlist in the panel of Executive Engineer (Civil).*

“To coordinate the formulation and conduct of non-formal and continuing education and extension programmes.”

“To supervise the central research facilities.”

“To coordinate the activities of IPR, Innovation, incubation and entrepreneurship.”

F) Dean (International Relations and Alumni Affairs (IRAA))

The BoG in its 7th meeting dated meeting dated 25th April 2017 has created the Dean (IRRA) and also formulated the duties and responsibilities of this deanship. The duties and responsibilities of Dean (IRAA) are stated hereunder:

- a) Managing the Alumni Affairs
- b) To work intensely towards international/National collaboration in the field of Science and Technology Education and Research
- c) External students and faculty exchange programme
- d) External delegation visits
- e) Immigration process assistance
- f) Organising orientation programme for foreign students
- g) Any other work assigned by the director

The committee recommends that the above duties and responsibilities may be amended with the followings.

- a) To network with individual alumni and alumni bodies
- b) To maintain alumni database
- c) To lead and coordinate alumni-funded institutional development projects
- d) To work intensely towards international collaborations in education and research
- e) To liaison with international students regarding accommodation and other facilities.
- f) To drive international faculty and student exchange programmes
- g) To facilitate visits by international delegation
- h) To assist in the visa and Immigration processes
- i) To promote relationships between foreign universities/institutions and IEST Shibpur to establish MoUs with them.
- j) To interface with the nodal ministries on international activities of the institute.
- k) To seek alumni contributions for Alumni Fund and specific purposes as per the objectives of the institute like Endowment, Development Fund etc
- l) Any other work assigned by the Director