



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

Office Order No. RDO/487/25 Dated 22nd April, 2025

The undersigned is to convey that the Competent Authority is pleased to appoint Dr. Snehanshu Pal, Associate Professor, Dept. of Metallurgy and materials engineering as Associate Dean (International Relations) initially for a period of 2 (two) years w.e.f. the date of assumption of charge or until further orders.

Dr. Snehanshu Pal, is requested to assist Dean (International relations and Alumni affairs) apart from undertaking special assignments allotted by the Competent Authority. The copy of the duties and responsibilities of Associate Dean (IRAA) is enclosed.

This order supersedes previous Order No. RDO/483/25 dated 21st April, 2025


कुलसचिव / Registrar

To:

1. Dr. Snehanshu Pal, Associate Professor,
Dept. of Metallurgy and materials engineering.
(Through Head)

Copy to:

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

Associate Dean (Alumni Affairs)	Promoting interaction amongst the Alumni members and fostering strong bonds between the Alumni and the IEST Shibpur through various events, reconnecting people to their fellow alumni, institute and students on the campus, providing interaction and invaluable experience through Alumni meets, e-newsletters and updated information on the website, seeking alumni contributions for various development activities, and creating endowment funds for specific purposes, Data management related to alumni affairs and any other duty assigned by the Institute.	Dean (International Relations and Alumni Affairs)
Associate Dean (International Relations)	Promoting relationships between foreign universities/institutions and IEST Shibpur, establishing MoUs with them, creating awareness amongst all stakeholders about all such MoUs, Promoting international short-term and long-term mobility for the students and faculty within the framework of IEST Shibpur, interface with the nodal ministry (MoE), Ministry of External Affairs (MEA), and Ministry of Home Affairs (MHA) and State Government offices on international activities of the institute, coordinating with Dean (Academic), Dean (R & C) and Dean (SW) in all international endeavours, Managing admission of foreign students and scholars in coordination with Dean (AC) and Dean (SW), administering the International Hostel and other facilities, monitoring all welfare matters of international students, scholars and visiting faculty, Data management related to International affairs and any other duty assigned by the Institute.	Dean (International Relations and Alumni Affairs)




