

Office of the Dean Faculty Affairs

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
(Formerly Bengal Engineering And Science University, Shibpur)
P.O. – Botanic Garden
Howrah – 711 103

To
The HoD's / Director of Schools / Director of Centres
Department / School / Centre of

Date: July 25, 2016

IIEST, Shibpur

Howrah- 711 103

Sub: Collection of information for the preparation of Annual Report (2015 – 16)

Sir / Madam

In partial modification of my earlier letter dated 20th July 2016 regarding preparation of Annual Report, you are requested to kindly send the soft copy to the following mail addresses which were misprinted in the earlier letter:-

- 1) Professor B. K. Guha : **bkguha.phys@gmail.com**
(Chairman, Committee for the Publication of Annual Report)
- 2) Sri S. N. Dutta: **dattasn@gmail.com**
(Member, Committee for the Publication of Annual Report)

You are therefore, requested to kindly co operate with us by providing necessary information for finalization of the Annual Report successfully.

With regards,

Yours sincerely,

Sd/-

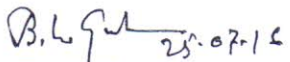
(Professor Bichitra Kumar Guha)
Dean, FA & Chairman

Committee for the Publication of Annual Report

Encl. As stated

Copy forwarded for information and necessary action to:-

1. All Deans / Head of Departments / Director of Schools / Head of the Centres
2. All Officers
3. Director (R & C) / Controller of Examinations
4. F. O. with the request to furnish Audited Statement of Accounts for 2015 - 16
5. Personal Secretary to the Director
6. Institute website

 25.07.16

Dean, FA & Chairman

Committee for the Publication of Annual Report