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

Date: July 20, 2016

To

The HoD's / Director of Schools / Director of Centres

Department / School / Centre of ....

IIEST, Shibpur

Howrah– 711 103

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

Sir / Madam

As desired by the Director, the undersigned would like to inform you that we are going to publish annual activity report (Annual Report) for the session (2015 -16). In this connection a proforma for the Annual Report (2015 – 16) is hereby enclosed for your ready reference. Soft copy of the format for the Annual Report (2015 – 16) is given in Head of Departments, Director of Schools and Head of the centres email ID.

In this connection you are requested to prepare the Annual Report as per format of the Annual Report (copy enclosed).

The Annual Report should be completed by 19th August 2016 and the soft copy may kindly be sent to the following e – mail IDs

1) Professor B. K. Guha :   bkguha.physics@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

Dean, FA & Chairman

Committee for the Publication of Annual Report