



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

No: 19/194

Date: 31st July, 2019

Order

To strengthen the interaction and involvement of the alumni for the betterment of the Institute an Alumni Cell (AC) has been formed with the following members.

1. President: Dean, International Relations and Alumni Affairs (ex-officio)
2. Vice-Presidents: One Senior Professor to be nominated by the Director
One member from the alumni to be nominated by the Director
3. Secretary: One faculty member to be nominated by the President, AC
4. Joint Secretary: One member of the alumni to be proposed by the President, AC and approved by the Director
5. Members: Five faculty members and five from the alumni (of which one from the batch celebrating their Silver Jubilee year in the current year and one from the batch who are due to celebrate their silver jubilee next year)

The Executive Committee of the Alumni Cell (AC) shall consist of the President and the Vice Presidents. The tenure of the members of Alumni Cell (AC) shall be two years.

Procedure for selection of the members of the Cell

President, AC, shall put forward a list of names of ten faculty members (from faculty IEST, Shibpur) to the Director, IEST, Shibpur for selection of five members from the list. The Executive Committee, AC, shall put forward to the Director ten names for selection of five members from the alumni.

The responsibility and function of the Alumni Cell.


1. The Alumni Cell, IEST, Shibpur shall act as the single point of contact for consideration of all alumni related proposals.
2. The Cell shall meet periodically to consider the different issues and the decisions taken shall be implemented subsequent to the approval of the Director.
3. The Cell shall actively promote participation of the alumni community in the development of the Institute in the form of endowment funds, CSR funds, etc.
4. The Institute shall enter into a MoU with individual donor (an alumnus or a kin of the alumnus) or alumni group and the contributions shall be spent abiding the MoU. The auditing of the alumni donations shall be done and made available in the public domain.
5. The Cell shall monitor that important alumni related matters be made available in one section of the Institute website. The web page shall contain information regarding announcements to reach out to the alumni for different purposes. The Institute shall maintain an Alumni database which the individual alumnus shall be allowed to update regarding his/her present assignments, achievements, etc.
6. The Cell shall identify key areas where the support of alumni be pulled in. The Cell has to identify potential alumni for accelerating the fund raising activity. The Cell must also focus on raising fund under CSR.
7. A separate Student Welfare Fund shall be created from the donation of the alumni to address the needs of the students in exigency like hospitalization, students needing financial help, etc.

This is issued with the approval of the competent authority.

Sd/-
(Dr. B. Bandyopadhyay)
Registrar, IEST, Shibpur &
Secretary to BOG

Copy forwarded for information and necessary action to:

1. PS, Office of the Director
2. All Deans/ All HODs /All Heads of Schools and Centres/ All Officers
3. Institute Website


Registrar