



**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.RDO/1913/19

Date:15.11.2019

**ORDER**

**Dr. Tapas Kumar Roy, Associate Professor**, shall henceforth look after the following sections as Superintending Engineer (Acting) in addition to his normal duty w.e.f. 19.11.2019.

|    |                                    |
|----|------------------------------------|
| 1. | Institute Work Section             |
| 2. | Caretaker and Horticulture Section |
| 3. | Archive and Outreach Section       |

The major functions of the above mentioned sections are described in the attached table. Dr. Tapas Kumar Roy shall work under the guidance of Dean (Planning and Development) and shall report to the Registrar.

This is issued as per the approval of the competent authority.

Sd/-  
(Biman Bandyopadhyay)  
Registrar

Copy forwarded for information and necessary action to:

- 1) Private Secretary, Office of the Director
- 2) All Deans/ Head of the Departments/Schools/Centres/ All Officers
- 3) Institute Website

*(Handwritten Signature)*  
Registrar

## Responsibilities of the Superintending Engineer

| Sl. No. | Name of the Section / Cell         | Major Functions of the Section  |
|---------|------------------------------------|---|
| 1.      | Institute Section Work             | Matter related to construction of buildings and roads, maintenance of the buildings, roads, infrastructure and services like water, electricity, network, telephone, Air conditioning arrangement, solid waste management, roads, boundary wall and gates of the campus, sewerage and drainage. Regular trimming of trees, maintenance of electric meters and preparation of electricity bills, firefighting arrangement of the buildings within the campus, maintenance of ponds and lock gate within the campus<br>Selection of outsource agency for the services like campus cleaning, solid west management, preparation of tender documents of engineering works, etc. |
| 3.      | Caretaker and Horticulture Section | Cleaning and beatification of the campus, supervision and security of the major entrance of the Institute buildings and the vacant quarters. Maintenance of keys. Maintenance of horticulture activities of the campus. Cleaning of all academic and utility buildings of the Institute, cleaning of all common areas of the quarters of the Institute, cleaning of all toilets of the Institute.   |
| 2.      | Archive and Outreach section       | Organize various types of social functions like celebration of republic day, independence day, Gandhi jayanti, etc, enrich archive of the institute and arrangement for institute's participation in exhibitions.   |

A/15/1/9

Registrar, IEST, Shibpur