



OFFICE OF THE DEAN, FACULTY AFFAIRS

Indian Institute of Engineering Science and Technology, Shibpur
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Ref: Annual Report/2016 – 17 /IIEST

Date: July 12, 2017

To
The All HoD's / Director of Schools / Director of Centres
IIEST, Shibpur
Howrah- 711 103

Sub: Collection of information for the preparation of Annual Report (2016 – 17)

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 (2016 -17). In this connection a proforma for the Annual Report (2016 – 17) is hereby enclosed for your ready reference. Soft copy of the format for the Annual Report (2016 – 17) is given to the HoD's 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 12th August, 2017 and the soft copy may kindly be sent to the following e – mail IDs

- 1) Professor B. K. Guha : bkguha.phys@gmail.com / dean.fa@iiests.ac.in
- 2) Sri Shib Sankar Basak shibsbasak@gmail.com / arssb@iiests.ac.in

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 2016 - 17
5. Personal Secretary to the Director
6. Institute website

B.K. Guha 12.07.17

Dean, FA & Chairman

Committee for the Publication of Annual Report