



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT  
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
(Formerly BENGAL ENGINEERING & SCIENCE UNIVERSITY, SHIBPUR )

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No. \_\_\_\_\_

Date \_\_\_\_\_

**NOTICE**

**Attention : Students of all branches - UG & PG (2020 pass-out batch) & Integrated Dual Degree Courses (2019 Pass-out batch )**

To facilitate interaction of the HRM department with our students in respect of their future career opportunities, a comprehensive **Students' Inventory** is urgently required by this department. To serve the purpose, **all UG & PG students (2020 pass-out) and Dual Degree students (2019 pass-out)** of all disciplines should submit the relevant information in the specified MS Excel format, available in the Institute Website ( Academics > Human Resource Management > Notice Board) or may please be collected from HRM Department. In the process of preparing this database two or three Placement Representatives (PRs) should be nominated from each of the branch or course, who would be the single point primary contact for HRM department.

**Printable Version** : To be submitted in hard copies as per format, separately for each of the courses, duly signed individually by each student in endorsement of the information provided.

**Soft Version** : To be submitted through mail to hodhrm@iiests.ac.in through PRs, both in Excel Format (editable) and PDF format. File Name should be UG2020\_AAA\_DDMMY, PG2020\_AAA\_DDMMY or DD2020\_AAA\_DDMMYY (the initial letters - UG stands for Under Graduate, PG for Post Graduate, DD for Dual Degree, AAA stands for the Department and DDMMYY stands for Date of submission). The document would be accepted only after the hard copies of the printable versions are submitted to HRM Department duly signed by each student. Individual students are required to verify the data submitted by the PRs in Soft Copies.

This should be considered as urgent and be submitted latest by **26.03.2018** to HRM department.

In case of any clarification required, designated Class / Placement Representatives may contact this department.

(M. K. Sanyal)  
Head of the Department

Attached : Format for UG & PG students (2020 pass-out batch) and DD (2019 pass-out batch).

Copy forwarded to :

HODs – CST/ETC /EE/ /IT/ CE/ME / Min.E/ Met.E /Arch./A.E. & A.M. / Applied Physics  
/ Applied Chemistry / Applied Maths / Applied Geology  
Directors of Schools – SOMS/ M.N. Dastur School of Material Sciences & Engg. / VLSI  
/ Mechatronics & Robotics / SOCSAT / Safety & Occupational Health.

- with request to kindly display this in departmental Notice Boards for attention of the UG & PG students (2020 pass-out) and DD students (2019 pass-out).