



**OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS**  
**Indian Institute of Engineering Science and Technology, Shibpur**  
**(Formerly Bengal Engineering and Science University, Shibpur)**  
**P.O.: Botanical Garden**  
**Howrah – 711 103**

No : 2399/D(AA)/17

Date: 15.05.2017

The undersigned is directed to inform all concerned that the Director of the Institute has observed that few groups of the employees are indulging in inappropriate procedure for venting their grievances. Institute will like to remind all the employees the following procedures for communicating their grievances for necessary action:

If the employees concerned have any grievance, they should directly write to Prof. Pratik Datta,(convener of the committee). Nobody will be allowed to meet the Director without prior permission in respect of any grievance.

The standing committee will enquire henceforth all the future complaints received by the Institute.

The standing committee comprising of the following members will enquire into all the complains appropriately substantiated by the employee:

1. Prof. P. K. Paul – Chairman.
2. Prof. B. K. Guha.
3. Prof. Debjani Ganguly.
4. Prof. Bijon Mondal.
5. Prof. Shyamal Kumar Chattopadhyay.
6. Prof. Pratik Dutta- Convenor.

The committee will report to the Director .

This is issued with the concurrence of the Director.

Sd/-

(Dr. Bivore Das)  
Assistant Registrar


Memo No:

2399(8)

Dated 15.05.2017

Copy forwarded for information and necessary action:

1. All members of the committee.
2. All Deans/Associate Deans
3. All Head of the Deptts./ Centres/Schools
4. All Hostel Supdts.
5. All officers.
6. P.S to the Director.
7. The Jr. Supdt.(Record Section) for relevant file.
8. The Institute Website.

  
15/5/17  
(Dr. Bivore Das)