



**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. RMS/6397/17

Dated: 27.12.2017

**ORDER**

The Institute has decided to encourage increased use of Hindi in its day to day official work. Following decisions have been taken by the Institute for smooth implementation of the official language policy of Government of India in the administration of the Institute:

1. A Rajbhasa Cell is being constituted in the Institute. The Cell will be overseen by a Committee.
2. The Cell will encourage the employees to learn Hindi and will help implement the same in the official work. The Cell will also assist in preparing orders etc. in Hindi. Apart from that, the Cell will also organize Hindi awareness programmes for the employees.
3. A room will be allotted to the cell. Till finalization of the room and making a suitable arrangement for the Cell, the meeting room of the Registrar will be used for the Cell.
4. Human resource planning for the Cell will be taken up by the Committee for the commencement of its work in the proper way. Initially a Hindi Translator and a Data Entry Operator shall be engaged through an outsourcing agency. In addition, the members of the Committee will render such additional services as may be required from time to time.
5. The Institute has adopted trilingual (English, Bengali, and Hindi) policy for nameplates and bilingual (English and Hindi) policy for the various forms, stamp etc.
6. In the beginning, the Cell will display appropriate Hindi and Bengali terms along with English words with effect from First January 2018.
7. The Cell will be responsible to reply to the queries made by the MHRD (Higher Education), Rajbhasa Section, Gol.
8. Dr. Pratik Dutta, Prof., Mining Engineering and in Charge, Institute Website will be responsible for preparing the Hindi version of the Institute website at the earliest.
9. The composition of the committee is as follows:
  1. Dr. Indranath Sinha, Professor and Head, Mining Engineering– Chairman
  2. Dr. Bichitra Kumar Guha, Professor, Dept of Physics & Dean, Faculty Affairs
  3. Dr. Biman Bandyopadhyay, Registrar
  4. Dr. Pratik Dutta, Professor, Mining Engineering and Prof. in charge, Institute Website
  5. Dr. Aparna Dey Ghosh, Professor, Civil Engineering Dept. and President Students' Senate
  6. Dr. Sudipta Mukhopadhyay, Associate Professor, Mining Engineer and Chief Warden
  7. Dr. Ankita Pramanik, Assistant Professor, ETC
  8. Sri Sutap Chakraborty, Technical Assistant Gr.I, Accounts Section
  9. Sri Pijush Datta, Junior Assistant, Meeting Section, Office of the Registrar
  10. Sri Arindam Banerjee, Jr. Assistant, Establishment
  11. Sri Subrato Baidya, Jr. Assistant, Establishment
  12. Sri Ram Sundar Yadav, Jr. Assistant, HRM
  13. Smt. Suchitra Khakha, Jr. Assistant, Dean Students Affairs
  14. Sri Alok Kumar Mitra, Assistant Proctor - Convenor

This is issued with the concurrence of the Director

Sd/-

(Dr. Biman Bandyopadhyay)  
Registrar, IEST, Shibpur

Date: 27.12.2017

Memo No: RMS/6397/17 (4)

Copy forwarded for information and necessary action to:

1. Director
2. All committee members
3. All Deans/All HODs/ Heads of Centre/Heads of Schools/All Officers – with a request to circulate the order amongst the staff under their control.
4. Institute Website

Registrar, IEST, Shibpur