



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/9779/19

Dated: 27/12/19

NOTICE

The 2nd meeting of the Protocol Committee, Reception Committee alongwith Conveners of the other Committees of the 22nd Annual Convocation of the Institute (6th Annual Convocation of IEST, Shibpur) will be held on 1st January, 2020 at 12.00 p.m. in the Conference Room of the Institute (7th Floor of Academic-cum-Administrative Building) with the following items.

Item No. 01. Reporting of the different Sub-Committees of the 6th Annual Convocation

Item No. 02. Miscellaneous Items, if any

The Director will preside over the meeting.

Resolutions of the 1st meeting of the Committee are enclosed for necessary action of the different Committees.

All are requested to kindly make it convenient to attend the meeting.

Sd/-
(Biman Bandyopadhyay)
Registrar

Encl: As stated above.

Copy forwarded for information and necessary action to:-

- 1) Private Secretary to the Director
- 2) All members of the Protocol Committee, Reception Committee and Conveners of the other Committee
- 3) Convocation File
- 4) Institute Website

27/12/19
Registrar



Indian Institute of Engineering Science & Technology, Shibpur
P.O.: Botanic Garden, Howrah-711103: Tel: 2668-4561-63 / 259 & 372 Fax: 2668-4564

Proceedings of the 1st Meeting of the Protocol Committee, the Reception Committee and the Conveners of the other Committees for the 6th Annual Convocation of IEST, Shibpur held under the Chairmanship of the Hon'ble Director on 04.12.19 at 3:00 p.m. in the Conference Room of the Office of the Director.

At the outset, the Director welcomed the members of the newly constituted Protocol Committee, Reception Committee and the conveners of the other committees. He also stressed on the active participation of all members of the committees as well as the initiation of all necessary activities at the earliest for the 6th Annual Convocation scheduled to be held on Jan 31, 2020.

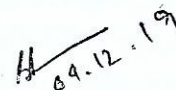
The Registrar briefed the members on the tentative budget for the 6th Annual Convocation as projected on the basis of expenditure in the last Convocation.

After detailed discussion the following resolutions were taken by the members.

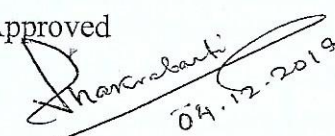
1. Resolved that as per the proposal of the students, the graduating students shall wear traditional Indian dress (for boys it will be Kurta-Pajama and for girls it will be Saree/Salwar Kameez) on the Convocation Day. The Institute shall provide *uttoriyo* for all graduating students at a charge of Rs. 500/-. The colour of the *uttoriyo* for UG students shall be green, for PG students it shall be blue, and maroon for Ph. D students.
2. Resolved that all graduating students shall have to pay Rs. 1000/- as registration fee and Rs. 500/- for *uttoriyo*. The total amount of Rs. 1500/- shall remain same for both the categories of graduating students, i.e., those receiving degrees in person and those receiving degrees in absentia.
3. Resolved that the colour of the *uttoriyo*/ jacket for the Chief Guest, Special Guest, the Chairman, the Director, the Registrar and the Dean (Academic) and Senators shall be decided by the Gown Distribution Committee in consultation with the Director.
4. Resolved to approve the enclosed tentative budget for the Convocation under different heads.
5. Resolved that the notification for the 6th Annual Convocation is to be uploaded on the homepage of the institute website.
6. Resolved that the banner of the Convocation shall mention the following— "6th Annual Convocation," - 31st January 2020.
7. Resolved that the convocation will be live streamed on the indoor and outdoor display units of the Institute as well as on the Institute website.

8. Resolved that a cultural programme will be arranged by the Cultural Committee on the night of 31st January 2020.
9. Resolved that the auditorium with all the sound facilities and electricity must be ready for Convocation rehearsals on 30th January 2020 by 12 Noon.
10. Resolved that the student registration shall be done online, and they will pay the fees through online through our gateway Bill Desk.
11. The NAD id of the student shall also be a mandatory field in the form to be filled by the students. In addition to this, the affiliation with designation shall also be mandatory field to be filled in by the students in the same form.
12. Resolved that the students have to register their names by 30th January 2020 (12 noon) to attend the convocation in person and to collect *uttoriyo*. No request for registration on any ground after the above deadline shall be entertained. It is mandatory to attend this rehearsal scheduled on 30th January 2020 for receiving the degree in person during Convocation.

The meeting ended with a vote of thanks to the Chair.


Dr. Biman Bandyopadhyay
Registrar

Approved


Prof. Parthasarathi Chakroborti
Director, IEST, Shibpur

Budget for 21st Annual Convocation'2018 (5th convocation) of the IEST, Shibpur					
Sl. No.	Particular's			Expenditure of previous year (Rs.)	Amount (Rs.)
1	Refreshment	670 nos of Students lunch from Café Inn @ Rs. 190/-	Rs. 127300.00	252266.00	270000.00
		300nos. Volunteers lunch from Suktara Dakua Gosthi @ Rs. 175/-	Rs. 52500.00		
		Senate Members, Dignitaries and convener of all committee of convocation lunch from Guest House @ Rs. 300/-	Rs. 30000.00		
		Ice cream, Coffee from CCD and Ice Cream Counter	Rs. 44100.00		
		Tiffin, Water, Tea, Snacks and others	Rs. 16100.00		
2	Electrical installation (By PWD Electrical)			527679.00	600000.00
3	Pandal(By PWD Civil)			714882.00	800000.00
4	Venue branding			110275.00	150000.00
5	Cover File (for 970 Students and 45 Dignitaries) and pen			131590.00	161250.00
6	New Gown			22500.00	30000.00
7	Printing	Director's Address Book- 1000 nos.	28450.00		35000.00
		Convocation Address Book- 1000 nos.	10650.00		15000.00
		Chairman's Address Book-1000 nos.			20000.00
		invitation card- 2500 nos.(Student , staff and others)	20400.00		30000.00
8	Medal and Mementos			232370.00	250000.00
9	Advt. and Publicity			200000.00	200000.00
10	Photograph & DVD			9950.00	15000.00
11	vehicle Hiring				50000.00
	Total:			2261012.00	2626250.00

Total Budget 2661250/- (Twenty Six Lakh Sixty One thousand Two hundred Fifty) Approx.