



Office of the Dean Academic
Indian Institute of Engineering Science and Technology, Shibpur
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No. 437/1/ACAD/2023

Date: December 18, 2023

NOTICE- TENTH ANNUAL CONVOCATION 2023

The Tenth Annual Convocation is scheduled to be held on December 22, 2023 from 11 am. The Degree recipients are hereby advised to follow the below mentioned points:

1. The degree recipients are advised to appear in convocation venue latest by 10.30 am on 22nd December 2023. No one shall be allowed to enter the venue once the Academic Procession starts. Please see Minute to Minute Programme attached herewith.
2. There will be no rehearsal on 21st December 2023. Students are advised to go through the following video link in order to know the protocol of receiving degree from the dais.

The video link: <https://www.iiests.ac.in/uploads/Convocation/CONVOCATION-2020.mp4>

3. The Registration Desk for the distribution of Uttoriyo and Invitation Card (with seat number) shall start from 10.30 am on 21st December 2023. If any student is unable to come on 21st December although registered his/her name through Google Form as per the Notification (No 416/ACAD/2023 dated 30th November 2023), paid the registration amount (Rs. 1500/-) and received the Acknowledgement Letter, can authorize someone with proper authorization letter(as per attached format), acknowledgement receipt and valid Identity Card(of the authorized student/person) who can collect registration kits on his/her behalf but **the degree recipient has to present on 22nd December 2023 in order to receive the degree certificate in person.**
4. The acknowledgement letter shall be sent to the student/scholar through registered mail only. If any student/scholar is unable to receive the acknowledgement letter till December 20, 2023(01.30 pm), he/she should contact with Academic Section immediately (Mobile Number **9830677601**).
5. The venue for distribution of uttoriyo on 21st December 2023:

For UG Students: Room No Gallery 3, AE & AM Department, First Floor.

For PG/DD Students: Room No Gallery 4, AE & AM Department, First Floor,

For Ph.D. Scholars: Room No 267, Metallurgy & ME Department First Floor.

6. Two invitation cards shall be given to the parents of Ph.D. holders and medal recipients which will be given to the respective degree recipients while distributing the Uttoriyo.

This is issued with the concurrence of the Dean (Academic).

Sd/-
Dr.Nirmalya Kumar Bhattacharyya
Joint Registrar (Academic)

No. 437/1/ACAD/1(08)/2023

Date: December 18, 2023

Copy forwarded for information and necessary action to:

1. Office of the Director
2. The Dean(Student Welfare)
3. All Heads of the Departments/Schools/Centers
4. The Registrar
5. The Chairman-Audio Visual and Photography Committee
6. The Student Senate
7. The Academic Section-File
8. Institute Website



Joint Registrar (Academic)
IEST, Shibpur

**AUTHORIZATION LETTER FOR COLLECTION OF REGISTRATION KITS FOR
ATTENDING TENTH ANNUAL CONVOCATION 2023**

To
The Joint Registrar (Academic)
IIEST, Shibpur

Date:

**Sub: Requesting for issuance of the Registration Kits for attending Tenth Annual
Convocation 2023**

Sir,

I have completed my course during the last Academic Session and a degree recipient of Tenth Annual Convocation 2023.

Due to some unavoidable circumstance, I shall be unable to attend on December 21, 2023 for collecting my Registration Kits. I hereby authorize the following student/person on my behalf to collect the Registration Kits (Uttoriyo, Invitation Card etc). **However I hereby declare that I personally must present on 22nd December 2023 in order to receive the degree certificate from the convocation venue.**

Name of the Degree Recipient:

Department :

Registration No :

Programme :

Mobile No :

Name of the authorized student/person :

Department :

Registration No :

Mobile No :

Signature of the authorized student/person :

Thanking you.

Yours faithfully,

(Signature/Scan Signature of the Degree Recipient)

MINUTE-TO-MINUTE PROGRAMME मिनट से मिनट का कार्यक्रम

TENTH ANNUAL CONVOCATION दसवां वार्षिक दीक्षांत समारोह



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

भारतीय अभियांत्रिकी विज्ञान प्रौद्योगिकी संस्थान, शिवपुर

DECEMBER 22, 2023

दिसंबर २२, २०२३

MINUTE TO MINUTE PROGRAMME OF THE TENTH ANNUAL CONVOCATION

DECEMBER 22, 2023

1. **10:30 hr** Members of the Board of Governors and the Senate arrive and robe.
2. **10:35 hr** Chairperson, Board of Governors, IEST, Shibpur & Director arrive, robe and brief the members about the Chief Guest.
3. **10:40 hr** Chief Guest Robes
4. **10:45 hr** Formation of the Academic Procession
5. **10:50 hr** Academic Procession starts
6. **11:00 hr** Invocation
7. **11:03 hr** Convocation declared “Open” by the Chairperson, Board of Governors, IEST, Shibpur.
8. **11:03 hr** Address by the Director
9. **11:13 hr** Address by the Chairperson, Board of Governors, IEST, Shibpur.
10. **11:25 hr** Introduction of the Chief Guest
11. **11:26 hr** Convocation Address by the Chief Guest
12. **11:41 hr** Award of Degrees by the Director
13. **13:35 hr** Exhortation by the Director
14. **13:35 hr** Presentation of Institute Medals by the Chairperson, Board of Governors, IEST, Shibpur.
15. **13:45 hr** Presentation of Endowed Medals by the Chief- Guest
16. **13:55 hr** Pledge taking by the recipients of Degrees
17. **13:57 hr** Chairperson, Board of Governors, IEST, Shibpur. signs the Scroll of Degrees
18. **14:00 hr** Presentation of Memento to the Chief Guest by the Chairperson, Board of Governors, IEST, Shibpur
19. **14:02 hr** Presentation of Memento to the Chairperson, Board of Governors, IEST, Shibpur by the Director
20. **14:05 hr** Convocation declared “Closed” by the Chairperson, Board of Governors, IEST, Shibpur.
21. **14:05 hr** National Anthem
22. **14:06 hr** Group Photographs of the students (Course wise) with the dignitaries.
23. **14:15 hr** Academic procession leaves the Dais.

दसवां वार्षिक दीक्षांत समारोह का मिनट से मिनट का कार्यक्रम

२२ दिसंबर, २०२३

1. **10:30 hr** शासी मंडल और सीनेट के सदस्य आते हैं और सभावस्त्र पहनते हैं ।
2. **10:35 hr** शासी मंडल, आईआईईएसटी, शिवपुर के अध्यक्ष और निदेशक पहुंचे, सभावस्त्र पहने और सदस्यों को मुख्य अतिथि के बारे में जानकारी दी ।
3. **10:40 hr** मुख्य अतिथि सभावस्त्र पहनते हैं।
4. **10:45 hr** शैक्षिक सभा का गठन ।
5. **10:50 hr** शैक्षिक सभा शुरू होता है ।
6. **11:00 hr** मंगलाचरण ।
7. **11:03 hr** अध्यक्ष, शासी मंडल, आईआईईएसटी, शिवपुर द्वारा दीक्षांत समारोह को "प्रारम्भ" घोषित किया गया।
8. **11:03 hr** निदेशक द्वारा सम्बोधन ।
9. **11:13 hr** अध्यक्ष, शासी मंडल, आईआईईएसटी, शिवपुर का संबोधन ।
10. **11:25 hr** मुख्य अतिथि का परिचय ।
11. **11:26 hr** मुख्य अतिथि द्वारा दीक्षांत भाषण ।
12. **11:41 hr** निदेशक द्वारा उपाधि प्रदान करना
13. **13:35 hr** निदेशक द्वारा आह्वान ।
14. **13:35 hr** अध्यक्ष, शासी मंडल, आईआईईएसटी, शिवपुर द्वारा संस्थान पदकों की प्रस्तुति ।
15. **13:45 hr** मुख्य अतिथि द्वारा संपन्न पदक की प्रस्तुति ।
16. **13:55 hr** उपाधि प्राप्तकर्ताओं द्वारा प्रतिज्ञा लेना ।
17. **13:57 hr** अध्यक्ष, शासी मंडल, आईआईईएसटी, शिवपुर उपाधि के सूची पर हस्ताक्षर करते हैं ।
18. **14:00 hr** अध्यक्ष, शासी मंडल, आईआईईएसटी, शिवपुर द्वारा मुख्य अतिथि को स्मृति चिन्ह भेंट करना ।
19. **14:02 hr** निदेशक द्वारा अध्यक्ष, शासी मंडल, आईआईईएसटी, शिवपुर को स्मृति चिन्ह भेंट करना ।
20. **14:05 hr** अध्यक्ष, शासी मंडल, आईआईईएसटी, शिवपुर द्वारा दीक्षांत समारोह को "समाप्त" घोषित किया गया
21. **14:05 hr** राष्ट्रगान ।
22. **14:06 hr** गणमान्य व्यक्तियों के साथ छात्रों (पाठ्यक्रम के अनुसार) की सामूहिक तस्वीर
23. **14:15 hr** शैक्षणिक सभा का मंच से प्रस्थान ।

