



Office of the Dean Academic
Indian Institute of Engineering Science and Technology, Shibpur
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Website : <https://www.iiests.ac.in>

No. 363/ACAD/2024

Date: December 16, 2024

NOTICE- ELEVENTH ANNUAL CONVOCATION 2024

The Eleventh Annual Convocation is scheduled to be held on December 20, 2024 from 10 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 9.30 am on 20th December 2024 with the Invitation Card. No one shall be allowed to enter the venue once the Academic Procession starts. The Minute to Minute Programme is attached herewith.
2. There will be no rehearsal. 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 Registration Kit (including Uttoriyo, food coupon, and invitation cards) shall start **from 10.30 am on 19th December 2024.** If any student is unable to come on 19th December although registered his/her name through Google Form as per the Notification (No 330/ACAD/2024 dated 26th November 2024), paid the registration amount (Rs. 2000/-) 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 kit on his/her behalf but **the degree recipient has to be present on 20th December 2024 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 18, 2024 (01.30 pm), he/she should contact with Academic Section immediately (Mobile Number **9830677601**).

5. The venue for distribution of registration kit (including Uttoriyo, food coupon, invitation cards) on 19th December 2024:

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

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

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

6. The degree recipients, who have registered their names for attending the convocation, can be accompanied by parents/spouse (maximum 2 persons) for joining the convocation. The seating and refreshment arrangements for the guests shall be made based on the information provided in the Google Form during registration. **The seating arrangement of parents/spouse (maximum 2 persons) shall be made as per “First Come First” basis. If all the seats are filled-up in the Convocation Venue, an alternative seating arrangement for parents/spouse is made in the Institute Hall with live streaming of the convocation. You are requested to cooperate. The degree recipients are earnestly requested to be seated till the completion of the convocation programme.**
7. **DRESS CODE:** The dress code for students will be sky blue sarees for female degree recipients and white kurta-pyjama for male degree recipients. The Uttoriyo of the following colours shall be provided by the Institute to the students: UG students: Green; PG students: Blue; PhD scholars: Maroon. The dress code is mandatory and has to be followed strictly.

Please contact Academic Section (email: convocation@iiests.ac.in, Phone No: **9830677601**) for any further queries.

This is issued with the concurrence of the competent authority.

Sd/-

Dr.Nirmalya Kumar Bhattacharyya
Joint Registrar (Academic)

No. 363/ACAD/1(08)/2024

Date: December 16, 2024

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Heads of the Departments/Schools/Centers
3. The Registrar
4. The Chairman-Registration, Fees Collection & Certificate Management Committee
5. The Student Senate
6. The Academic Section-File
7. Institute Website



Joint Registrar (Academic)
IIEST, Shibpur

**AUTHORIZATION LETTER FOR COLLECTION OF REGISTRATION KIT FOR
ATTENDING ELEVENTH ANNUAL CONVOCATION 2024**

To
The Joint Registrar (Academic)
IIEST, Shibpur

Date:

**Sub: Requesting for issuance of the Registration Kits for attending Eleventh Annual
Convocation 2024**

Sir,

I have completed my course during the last Academic Session and a degree recipient of Eleventh Annual Convocation 2024.

Due to some unavoidable circumstance, I shall be unable to attend on December 19, 2024 for collecting my Registration Kit. I hereby authorize the following student/person on my behalf to collect the Registration Kit (Uttoriyo, Invitation Card etc). **However I hereby declare that I must present on 20th December 2024 in person in order to receive the degree certificate from the convocation venue.**

Name of the Degree Recipient:

Department :

Registration No :

Program :

Mobile No :

Name of the authorized student/person :

Department :

Registration No/
Identity Card No :

Mobile No :

Signature of the authorized student/person :

Thanking you.

Yours faithfully,

(Signature/Scan Signature of the Degree Recipient)

समसामयिक कार्यक्रम
MINUTE-TO-MINUTE PROGRAMME

ग्यारहवां दीक्षांत समारोह
ELEVENTH ANNUAL CONVOCATION



भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

दिसंबर २० , २०२४
DECEMBER 20 , 2024

MINUTE TO MINUTE PROGRAMME OF THE ELEVENTH ANNUAL CONVOCATION

DECEMBER 20, 2024

1. **09:30 hr** Members of the Board of Governors and the Senate arrive and robe.
2. **09:40 hr** Chairperson, Board of Governors, IEST, Shibpur & Director arrive, robe and brief the members about the Chief Guest.
3. **09:45 hr** Chief Guest Robes
4. **09:50 hr** Formation of the Academic Procession
5. **09:50 hr** Academic Procession starts
6. **10:00 hr** Invocation song followed by Vande Mataram
7. **10:04 hr** Convocation declared “Open” by the Chairperson, Board of Governors, IEST, Shibpur.
8. **10:05 hr** Address by the Director
9. **10:26 hr** Address by the Chairperson, Board of Governors, IEST, Shibpur.
10. **10.47 hr** Introduction of the Chief Guest
11. **10:49 hr** Convocation Address by the Chief Guest
12. **11:10 hr** Award of Degrees by the Director
13. **13:10 hr** Exhortation by the Director
14. **13:15 hr** Presentation of Institute Medals by the Chairperson, Board of Governors, IEST, Shibpur.
15. **13:25 hr** Presentation of Endowed Medals by the Chief- Guest
16. **13:35 hr** Pledge taking by the recipients of Degrees
17. **13:40 hr** Chairperson, Board of Governors, IEST, Shibpur. signs the Scroll of Degrees
18. **13:40 hr** Presentation of Memento to the Chief Guest by the Chairperson, Board of Governors, IEST, Shibpur
19. **13:43 hr** Presentation of Memento to the Chairperson, Board of Governors, IEST, Shibpur by the Director
20. **13:45 hr** Convocation declared “Closed” by the Chairperson, Board of Governors, IEST, Shibpur.
21. **13:45 hr** National Anthem
22. **13:50 hr** Academic procession leaves the Dais.