

Office of the Registrar
Indian Institute of Engineering Science and Technology, Shibpur
P.O. - Botanic Garden
Howrah - 711103.

Circular No. RDO/ 609/25, dated 3rd June, 2025

Sub: Guideline for organizing events of IEST, Shibpur

The undersigned is directed to inform you that the Director is pleased to approve the basic guidelines for necessary compliance in organizing the Institute events. The following list indicates the events to be organized at IEST, SHIBPUR on important days/occasions including the organizing department/offices. Institute authority may plan for additional events as deemed necessary over and above this.

Sl. No.	Occasion	Date	Department/office to organize event
1	Birthday of Acharya Satyendra Nath Bose	1 st January	Physics
2	National Youth Day / Birthday of Swami Vivekananda	12 th January	Dean-SW & Student Senate
3	Parakram Diwas/Birthday of Netaji Subhas Chandra Bose	23 rd January	Dean-SW & Student Senate
4	Birthday of Michael Madhusudan Dutt	25 th January	HSS
5	Republic Day of India	26 th January	Registrar
6	National Cleanliness Day	30 th January	AE&AM & SOMS
7	International Mother Language Day	21 st February	HSS & Student Senate
8	National Science Day	28 th February	Physics/Chemistry (alternate)
9	International Women's Day	8 th March	ICC & Women Cell
10	World Health Day	7 th April	CHST & SOCSAT & Hospital
11	Birthday of Babasaheb Dr. Bhimrao Ramji Ambedkar	14 th April	Registrar
12	World Heritage Day	18 th April	Architecture
13	Earth Day	22 nd April	Earth Science & Mining Engg.
14	Birthday of Kabiguru Rabindra Nath Tagore	9 th May	HSS
15	National Technology Day	11 th May	CST/IT (alternate)
16	World Environment Day	5 th June	CE & ADDSWES & SAMGESS
17	International Day of Yoga	21 st June	Dean-SW & Gymnasium
18	Birthday of Acharya Prafulla Chandra Ray	2 nd August	Chemistry
19	Independence Day of India	15 th August	Registrar
20	Teacher's Day / Birthday of Dr. Sarvepally Radhakrishnan	5 th September	Dean-SW & Student Senate
21	National Engineer's Day / Birthday of Sir. Mokshagundam Visvesvaraya	15 th September	EE & Mechatronics

Sl. No.	Occasion	Date	Department/office to organize event
22	Birthday of Pandit Ishwar Chandra Vidyasagar	26 th September	HSS
23	International Day of Non-Violence / Birthday of Mahatma Gandhi	2 nd October	Registrar
24	Birthday of Sister Nivedita	28 th October	Sister Nivedita Hall of Residence/ Student Senate
25	National Unity Day / Birthday of Sardar Vallabhbhai Patel	31 st October	Registrar
26	Hindi Diwas	14 th September	Registrar
27	National Education Day / Birthday of Maulana Abul Kalam Azad	11 th November	MME
28	Children's Day / Birthday of Jawaharlal Nehru	14 th November	HSS
29	Foundation Day of the Institute	24 th November	Registrar
30	Constitution Day and Jan Jatiya Gaurav Diwas	26 th November	ME & HRM
31	Birthday of Acharya Jagadish Chandra Bose	30 th November	ETC & Physics
32	National Mathematics Day/Birthday of Dr. Srinivasa Ramanujan	22 nd December	Mathematics

Notes:

- The organizing department(s) may plan for collaborations for organizing the events as deemed necessary.
- Notification and invitation will be done by the Head of the organizing department(s).
- A suitable committee consisting of at least 4 to 5 members involving faculty, students, officers and staff may be formed by the Head of the Department/Office/Section along with a planned programme with due approval from the Dean (IRAA).
- A brief report with photographs needs to be prepared and submitted within two days to the publicity cell through Director for sharing in the Institute website and Social Media Handles.
- The expenses may be limited to conveyance and minimal expenses for decoration, honouring the external guest with an institute memento and light refreshments within a total budget of Rs 10,000/-. The expenses shall be met from the recurring budget head of the Institute.
- It is requested to the organizing heads that we may invite appropriate dignitary (befitting to the occasion) for enhancing interaction and visibility. Students must be an essential part of all such functions and necessary efforts shall be made by respective organizing Head.

This is issued with the approval of the Competent Authority.


Registrar

Copy forwarded for information and necessary action to:

- 1) All Deans/Heads of the Departments/Schools/Centres
- 2) All Officers
- 3) PS to the Director
- 4) PS to the Registrar
- 5) Record Section
- 6) Institute Website