



**Office of the Dean Academic**  
**Indian Institute of Engineering Science and Technology, Shibpur**  
(Formerly Bengal Engineering & Science University, Shibpur)  
**P.O :Botanic Garden, Howrah – 711 103, West Bengal, India**  
**Telephone: (033) 2668-4561-63, 2668-0521-25, Fax: (033) 2668-0637**  
**Website : <https://www.iiests.ac.in>**

---

No. 538/ACAD/2025

Date: December 15, 2025

**NOTICE- TWELFTH ANNUAL CONVOCATION 2025**

The Twelfth Annual Convocation is scheduled to be held on 19<sup>th</sup> December, 2025 from 10.30 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 19<sup>th</sup> December 2025 with the Invitation Card. No one shall be allowed to enter the venue once the Academic Procession starts.
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 18<sup>th</sup> December 2025.** If any student is unable to come on 18<sup>th</sup> December 2025 although registered his/her name through Google Form as per the Notification (No 448/ACAD/2025 dated 17<sup>th</sup> November 2025), paid the registration amount (Rs. 2000/-) and received the Acknowledgement Letter, can authorize someone with proper authorization letter, 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 19<sup>th</sup> December 2025 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 17<sup>th</sup> December, 2025, 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 18<sup>th</sup> December 2025:

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 & Materials Engineering 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 Serve" 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 Light Yellow Kurta with White Pyjama for male degree recipients. The dress code is mandatory and has to be followed strictly.

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

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

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

No. 538/ACAD/1(07)/2025

Date: December 15, 2025

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