

Office of the Dean (Academic)
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
Howrah - 711 103, West Bengal, India



No: 1595/Exam

Date: 12th February 2018

Dear Student,

This is to inform you that the Fourth Annual Convocation of this Institute is scheduled to be held on 4th March (Sunday) 2018, at 10.30 a.m. You are cordially invited to receive the Diploma for Institute's Degree Examination -2017.

In order to attend the Convocation 2018, you have to register your name online through our website www.iiests.ac.in which will start from 15th February and will continue till 24th February 2018. After submitting the filled-in form online, you will receive a receipt which along with a Demand Draft of Rs.1000/-(One Thousand only) in favour of "Registrar IEST, Shibpur" from any Nationalized Bank payable at Kolkata has to be produced at the time of receiving gown from Examination Section on the day of convocation. Please note that the students, who have not collected final Semester Marksheets till date, will not be allowed to fill up the form online. Please contact the Controller of Examinations (033-2668 8081) for any further queries.

So a student needs to produce the following documents to collect the Gown (from a designated collection centre indicated in receipt) on the day of Convocation:

- 1. Receipt for online submission form**
- 2. Demand Draft of Rs.1000/-**

You are also requested to be present on 4th March (Sunday) 2018 at 8.30 a.m to collect your GOWN without fail. **No request for issuing GOWN after 10.00 a.m. will be entertained.** All students participating in the Convocation are likely to be present in the rehearsal to be held on 3rd March 2018 at 3 p.m.

The candidates are instructed to return the GOWN after the Convocation positively in the collection centre at their own responsibility. Nobody will be allowed to leave the auditorium before the end of the Convocation.

DRESS CODE: Degree recipients may further note that the dress code for Boys will be White Shirt, Black Trousers with Shoes & for Girls Sky Blue Saree/Salwar Kamiz.

If you are unable to pay the Registration Fee on or before 24th February, 2018, a fee of Rs 1100/-(Registration Fee Rs.1000 /- & Late Fine Rs.100 /-) will have to be paid to UCO Bank, BESUS Branch for receiving the Diploma after 4th March 2018 from the Office of the Controller of Examinations.

Sd/-

Prof. Amitabha Basu Mallick
Dean (Academic) IEST, Shibpur