



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No.: RMS/6501/18

Date: 26th February, 2018

Notice

The 2nd meeting of the Protocol Committee, Reception Committee and Conveners of the other Committee will be held on 28th February, 2018 at 12:30 p.m. in the Conference Room of the Institute (7th floor of Academic-cum Administrative Building). The agenda of the meeting are as follows:

Agenda 2nd.01: To note the resolution of the 1st meeting of the Protocol Committee, Reception Committee and Conveners of the other Committee constituted for 4th Convocation of the IEST, Shibpur held on 11th January, 2018. (Resolution of the 1st meeting is enclosed).

Agenda 2nd. 02: To discussed the progress of the sub- committees constituted for 4th Convocation of the IEST, Shibpur to be held on 4th March, 2018.

The Director will preside over the meeting.

All members are requested to kindly make it convenient to attend.

Sd/-
(Biman Bandyopadhyay)
Registrar

Encl.: As stated.

Copy forwarded for formation and necessary action to:-

- 1) Director
- 2) All members of the Protocol Committee and Reception Committee
- 3) All Jt. Conveners of the other Committee constituted for 4th Convocation, IEST, Shibpur
- 4) General Secretary Student Senate- with the request to sent the names of students for each committee
- 5) Convocation File
- 6) Institute Website

H/ 26/2/18
Registrar

Proceedings of the 1st meeting of the Protocol Committee, Reception Committee and Conveners of the other Committees constituted for 20th Convocation of the Institute (4th Convocation of IEST, Shibpur) in the Conference Room in the 7th Floor of the 8 storied building of the Institute held at 12:30 p.m. on 11th January, 2018.

The following members were present:-

1. Protocol Committee	
1.	Prof. Ajoy Kumar Ray, Director
2.	Prof. Shyamal Chattopadhyay, Member BOG
11	Dr. Biman Bandyopadhyay, Registrar

2. Reception Committee		
1	Prof. Sudip Kumar Chattopadhyay	Associate Dean (Academic Affairs)
7	Prof. Keya Mitra	HOD, Architecture, Town & Regional Planning
30	Sri Sambhu Nath. Datta	Deputy Registrar and Finance Officer (Acting)
31	Dr. Nirmalya Kumar Bhattacharyay	Controller of Exam. (Acting)

3. Medal Committee	
1	Sri Alok Kumar Maity, Dy. Registrar (Audit) – Jt. Convener
2	Prof. Subrata Paul, Dept of Arch, T&RP - Jt. Convener

4 Pandal and Campus Beautification Committee	
1	Prof. Aditya Bandyopadhyay, Dept. of Arch, T&RP – Jt Convener

5 Cultural Committee	
1	Prof. Pritha Das, Dept of Mathematics - Jt. Convenor

6 Announcement Committee	
2	Prof. Ankita Pramanik, Dept. of ETC- Jt., Convener

7. Printing and Distribution of Cards, Convocation Address Books and Badges Committee	
1	Shri Shib Sankar Basak, Assistant Registrar –Jt. Convener

8. Publicity and Press Committee	
1	Dr. Bivore Das, Assistant Registrar - Jt. Convener
10. Registration & Fees Collection Committee	
1	Dr. Nirmalya Kumar Bhattacharyya- Jt.Convener
2	Prof. Anindita Sengupta, Dept. of Elect, Engg.- Jt.Convener

11. Gown Distribution Committee (Senate, Dignitaries & others)	
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1	Prof. Jhuma Ganguly, Chemistry Dept.. - Jt. Convener
2	Prof. Sukanya Parui, Elec. Dept. - Jt. Convener

12.	Certificates Distribution Committee
1	Dr. Nirmalya Kumar Bhattacharyya- Jt.Convener
2	Prof. Indrajit Banerjee, Dept. of I.T. Jt.Convener

13.	Students' Gown and Card Distribution Committee
1	Prof Santanu Das, ETC - Jt.Convener

14.	Auditorium Management Committee
1,	Dr. Dibyendu Chatterjee, Work Shop Superintendent - Jt. Conveners
2	Dr. Zia-UI - Alam. Physical Instructor – Jt. Conveners
3	Sri Sandip Chattopadhyay, Physical Instructor – Jt. Conveners

16.	Degree Recipients' Preparatory Committee
1.	Prof. Keya Mitra, Dept. of Arch. T & R.P. – Jt. Convener

The following members were granted leave of absence:

1.	Protocol Committee
3.	Prof. Subrata Chakraborty, Member BOG
4.	Prof. Amitava Basu Mallick, Dean (Academic Affairs) Actg.
5.	Prof. Bichitra Kumar Guha, Dean (Faculty Affairs)
6.	Prof. Prabir Kumar Paul, Dean (Administrative Affairs) and Head, School of Management Sciences
7.	Prof. Aditya Bandyopadhyay, Dean (Infrastructure, Planning and Management)
8	Prof. Santanu Kumar Karmakar, Dean (Alumni Affairs and External Relations)
9	Prof. Netai Chandra Dey, Dean (Student Affairs)
10	Prof. Kalyan Kumar Bhar, Dean (Research & Development)

2.	Reception Committee	
3	Prof. Anirban Gupta,	Associate Dean (Alumni Affairs & External Relations)
4	Prof. Anup Mondal	Associate Dean (Research & Development)
5	Prof. Debjani Ganguly	Associate Dean (Administrative Affairs) & Head, School of Mechatronics and Robotics
6	Prof. Koustuv Debnath	HOD, Aerospace Engineering and Applied Mechanics
8	Prof. Ajit Kumar Mahapatra	HOD, Chemistry
9	Prof. Sudip Roy	HOD, Civil Engineering and Head, School of Ecology, Infrastructure & Human Settlement Management.
10	Prof. Sulata Mitra	HOD, Computer Science & Technology
11	Prof. Ananya Mukhopadhyay	HOD, Earth Sciences
12	Prof. Ashoke Sutradhar	HOD, Electrical Engineering
13	Prof. Monojit Mitra	HOD, Electronics and Tele Communication
14	Prof. Subhasis Bandyopadhyay	HOD, Humanities and Social Sciences

15	Prof. Manas Kumar Sanyal	HOD, Human Resource Management
16	Prof. Arindam Biswas	HOD, Information Technology and Head, Purabi Das School of Information Technology
17	Prof. Tapan Kumar Roy	HOD, Mathematics
18	Prof. Shyamal Chatterjee	HOD, Mechanical Engineering
19	Prof. Sumit Ghosh	HOD, Metallurgy and Materials Engineering
20	Prof. Indranath Sinha	HOD, Mining Engineering
21	Prof. Amit Kundu	HOD, Physics
22	Prof. Nil Ratan Bandyopadhyay	Head, M.N.Dastur School of Materials Science and Engineering
23	Prof. Partha Sarathi Roy	Head, School of Community Science & Technology
24	Prof. Souvanic Roy	Head, School of Ecology, Infrastructure & Human Settlement Management.
25	Prof. Hafizur Rahaman	Head , School of VLSI Technology
26	Prof. Ambarish Ghosh	Head , School of Disaster Mitigation
27	Prof. Amit Roy Chowdhury	Head, Centre for Healthcare Science and Technology
28	Prof. Anup Mondal	Head, Centre of Excellence for Green Energy & Sensor System
29	Prof. Aparna Dey Ghosh	President, Student Senate
30	Prof. Sudipta Mukherjee	Chief Warden
30	Dr. Hari Prasad Sharma	Librarian (Acting)
32	Sri Souvik Biswas	General Secretary, Student Senate

4	Pandal and Campus Beautification Committee	
2	Sri Subrata Kar, University Engineer- Jt Convener	

5	Cultural Committee	
2	Prof. Suranjan Sinha, - Jt. Convener	

6	Announcement Committee	
1	Prof. Aparna Dey Ghosh, Dept. of Civil Engg.-Jt. Convener	

7.	Printing and Distribution of Cards, Convocation Address Books and Badges Committee	
2	Prof. Aritra Ganguly, Mechanical Engineering Department--Jt. Convener	

8.	Publicity and Press Committee	
2	Prof. Nillohit Mukherjee, CEGESS – J Jt. Convener	

13.	Students' Gown and Card Distribution Committee	
2	Prof. Bhaskaran Barman -- Jt.Convener	

15	Refreshment Committee
1	Prof. Tependu Mandal, Dept. of Metallurgy and Material Sciences Engg. - Jt. Convener
2	Sri Alok Kumar Mitra, Assistant Proctor, - Jt. Convener

16.	Degree Recipients' Preparatory Committee
2.	Prof. Indranath Sinha, Mining Engg.- Jt. Convener

At the outset, Prof. Ajoy Kumar Ray, Director and Chairman of the meeting welcomed the members present in the meeting and requested the members to give their views about the convocation to be held on 04.03.2018 and the budget proposal circulated by the Registrar for convocation 2018. After detailed discussion following resolutions have been taken:

1. Convocation pandal will be constructed with temporary steel structure with air conditioning systems, proper electrical installation and PA systems having a seating capacity of 1100 and with seating capacity of 40 persons on the stage. The budget for the pandal with temporary steel structure with AC system, chairs, carpet and electrical installation of sound system etc. will be around Rs. 20 lakh.
2. Lunch will be given to all the dignitaries, recipients of degrees, honorary degree awardees, members of the BOG and Senate and Committee members of the convocation committees and the Faculty Members and office staffs who will attend the convocation.
3. All Lunch packets will be @ Rs. 200/-. The order for Lunch packets/tiffin for guests, dignitaries, senators and faculty members, staff members, volunteers, police, and security guards for convocation 2018 will be given to three Institution canteen vendors, i.e. Institute Guest House, Institute Canteen (managed by Suktara Dakua Gosthi- A self help group) and Caffee Inn. In this regard Refreshment Committee will finalize the details.
4. The budget for the Medal is Rs. 3.4 lakh for Medal and Mementos and shawls for dignitaries.
5. Since convocation will be held on Sunday, many staff members will be engaged on Saturday and Sunday for convocation work. It is proposed that both 3rd March & 4th March 2018 may be treated as working days. In lieu of these two working days, the day of the Mahasaptami and Mahaasthami, i.e. 16th October & 17th October 2018 may be declared as Institute holidays.
6. All the conveners of the committees have been requested to initiate the necessary activities for convocation-2018.
7. The following budget was recommended in the meeting.

Budget for 20th Annual Convocation of the Institute (4th Convocation of IEST, Shibpur) held on 4th March 2018				
Sl. No.	Particular's			Amount (Rs.)
1	Refreshment	700 nos of lunch Students @ Rs. 200/-	Rs. 140000.00	270000.00
		400nos. Lunch for Volunteers and non teaching employees @ Rs. 200/-	Rs. 80000.00	

		150 nos of lunch for Senate Members, Dignitaries , convener of all committee of convocation and other faculty members @ Rs. 200/-	Rs.30000.00
		Meeting Expenses,Tiffin, Water, Tea, Snacks and others Expenses	Rs. 20000.00
2		AC pandal installation and electrical installation with PA system	2000000.00
3		Venue branding & Flower decoration	125000.00
4		Cover File (for 970 Students and 45 Dignitaries) and pen	150000.00
5		Washing Charges for Gowns	6000.00
6		Advertisement for Convocation	170000.00
7	Printing	Director's Address Book- 1000 nos.	50000.00
		Convocation Address Book- 1000 nos.	15000.00
		invitation card- 2500 nos.(Student , Staff and others)	30000.00
8		Medal and Mementos	340000.00
9		Photograph & DVD	5000.00
10		Vehicle Hiring	30000.00
11		Pen, Pad, Folder Etc. for press	6000.00
		Total:	31,91,000.00

Total Budget Rupees 3166000/- (Thirty One Lakh Ninety One Thousand) Approx.

Since there was no other matter for discussion, the meeting ended with vote of thanks to the Chair




Registrar
(Dr. B Bandyopadhyay)

Approved

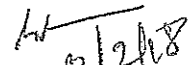

(Prof. Ajoy Kumar Ray)
Director

Please reduce the budget.
within 30 Lakh.



FO (Adg)

Please allot the above mentioned amount of Rs 30 lakh in convocation head.


8/2/18

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