

Administrative Calendar

Month	Event Name	Date	Remarks	Concerned Deptt
Nov 2025	2nd BoD meeting of ABIF	First week of Nov 25	Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	Gurunanak Birthday	05-Nov-25	Celebration of Gurunanak Birthday	CDN, E-III
	Constitution Day	26-11-2025	Celebration of Constitution Day	CDN, E-III
Dec. 2025	2nd Structured Meeting	2nd Week of Dec 25	Meeting with IEM	Stores and Purchase
	3rd Procurement Meeting		Meeting with Procurement committee	Stores and Purchase
	BWC Meeting	3rd Week of Dec 25	Meeting	Meeting Section, E-III
	BOG and FC meeting	3rd Week of Dec 25	Exact dates and times of the meeting will be decided as per the Chairman BOG	Meeting Section, E-III
	Senate Meeting	3rd Week of Dec 25	As per Academic Calendar	Academic Section
	3rd BoD Meeting of DR SPMSH	3rd Week of Dec 25	Meeting	DR Section 8 Companies
	3rd BoD Meeting of Research Park Foundation		Meeting	DR Section 8 Companies
	3rd BoD of SATHI Foundation		Meeting	DR Section 8 Companies
	Laying in both the Houses of Parliament	31-12-2025	Final Accounts of Institute & Annual Report	Accounts Section & Deans Office
January 2026	TOLIC meeting	3rd Week of Jan 26	Meeting	Rajbhasha Vibhag
	3rd BoD Meeting of AI4ICPS	3rd Week of Jan 26	Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	Netaji Birthday	23rd January	Celebration of Netaji Birthday	CDN, E-III
	Republic Day	26-Jan-26	Celebration of Republic Day	Gymkhana and CDN E-III
Feb 2026	BWC Meeting	1st Week of Feb 26	Meeting	Meeting Section, E-III
	BOG & FC meeting	2nd Week of Feb 26	Exact dates and times of the meeting will be decided as per the Chairman BOG	Meeting Section, E-III
Mar 2026	Women's Day	08-Mar-26	Organized by Gender Cell of Institute	Gender Cell
	4th Procurement Meeting	2nd Week of March 26	Meeting with procurement meeting	Stores and Purchase
	3rd BoD Meeting of ABIF	3rd Week of March 26	Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	4th BoD Meeting of SATHI Foundation		Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	4th BoD Meeting of IIT Kharagpur Research Park Foundation		Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	4th BoD Meeting of DR. SPMSH		Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	4th BoD Meeting of ABIF		Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	4th BoD Meeting of AI4ICPS		Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
4th BoD Meeting of AI4ICPS	Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year		DR Section 8 Companies	
April 2026	Ambedkar Jayanti	14th April	Celebration of Ambedkar Jayanti	CDN, E-III
	BWC Meeting	2nd Week of April 26	Meeting	Meeting Section, E-III
	BOG & FC meeting	3rd Week of April 26	Exact dates and times of the meeting will be decided as per the Chairman BOG	Meeting Section, E-III

May 2026	1st BoD Meeting of DR SPMSH	1st Week of May 26	Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	1st BoD Meeting of Research Park Foundation		Meeting	DR Section 8 Companies
	1st BoD of AI4ICPS		Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	1st BoD Meeting of ABIF		Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies
	1st BoD Meeting of SATHI foundation		Meeting	DR Section 8 Companies
	Date of Finalization of Accounts	31-05-2026	Final Accounts of Institute	Accounts Section
June 2026	1st Structured Meeting	2nd Week of June 26	Meeting with IEMs	Stores and Purchase
	1st Procurement Meeting		Meeting with Procurement committee	Stores and Purchase
	Yoga Day	21-Jun-26	Celebration of Yoga Day	Gymkhana and CDN E-III
	Date of Submission to C&AG	30-06-2026	Final Accounts of Institute	Accounts Section
July 2026	Dr B C Roy Birth Anniversary	01-07-2026	Celebration of Birth Anniversary	CDN, E-III
	BWC Meeting	1st Week of July 26	Meeting	Meeting Section, E-III
	Convocation	2nd Week of July 26	As per the BOG MEMO No.: 1(215)/2025/3393 dated 27th March 2025(2nd Saturday of July 26)	Dean Office & Academic Section
	Half Yearly RTI reports	10th July	Report submission	RTI Section
	BOG & FC meeting	2nd Week of July 26	Exact dates and times of the meeting will be decided as per the Chairman BOG	Meeting Section, E-III
Aug., 2026	Independence Day	15-08-2026	Celebration of Independence Day	CDN, E-III
	Foundation Day	18-08-2026	Celebration of Foundation Day	Alumni Office & CDN E-III
	National Space Day	23-08-2026	Celebration of National Space Day	KCSTC
	TOLIC meeting	2nd Week of Aug 26	Meeting date announced later	Rajbhasha Vibhag
	2nd BoD Meetingof DR SPMSH	Last Week of Aug 26	Meeting	DR Section 8 Companies
	2nd BoD Meeting of Research Park Foundation		Meeting	DR Section 8 Companies
	2nd BoD Meeting of SATHI foundation		Meeting	DR Section 8 Companies
Sep. 2026	Heads and Deans Meeting	2nd Week of Sep 2026	Meeting with Heads and Deans	Meeting Section, E-III
	2nd Procurement Meeting	3rd Week of Sep 2026	Meeting with Procurement committee	Stores and Purchase
	Martyrs' Day	16-09-2025		CDN, E-III
	BWC Meeting	3rd Week of Sep 2026	Meeting	Meeting Section, E-III
	BoD meeting of AI4CPS	4th Week of Sep 2026	Meeting	DR Section 8 Companies
	FC and BOG meeting	4th Week of Sep 2026	Meeting	Meeting Section, E-III
	Approval of Audited Account by BoG	4th Week of Sep 2026	Final Accounts of Institute	Accounts Section
	Preparation and submission of Annual Reports of the Institute	30-09-2026	Dean's Office	Co-ordinating Deans
	2nd BoD of AI4ICPS	First week of Oct 26	Not more than 120 Days gaps between 2 Board meetings and Minimum 4 Borad meetings in a Financial year	DR Section 8 Companies

Oct.2026	Mahatma Gandhi and Lal Bahadur Sashtri Birthday	02-Oct-26	Celebration of Birthday	CDN, E-III
	Senate Meeting	3rd Week of Oct 2026	As per the Academic Calendar	Academic Section
	Rashtriya Ekta Diwas	31-10-2026	Celebration of Ekta Diwas	CDN, E-III