



XIII CONVOCATION of IIT Allahabad

Updated as on 05/9/2018

General Information

Scheduled on SEPTEMBER 08, 2018 (SATURDAY) at 3:00 PM in the Main Auditorium of IIT Allahabad, Jhalwa Campus, Allahabad 211015

- 1) On the occasion of its XIII Convocation, Institute would feel proud in welcoming all its eligible Degree recipients.
- 2) All the information and latest updates relevant to the XIII Convocation, which is scheduled to be held as per the above schedule will be made available at <https://convocation.iiita.ac.in>.
- 3) All the graduands, desirous of receiving the degrees in the said convocation are required to register through the ONLINE Registration portal latest by **6 pm of 28th August 2018**, communicating their desire - to receive the degree In person or *in absentia* (through Postal medium) .
- 4) **Who can receive the Degree in XIII Convocation ?**

All those candidates who have completed all their Degree requirements such that their results have been declared by 12 noon of 28th August, 2018 are entitled to receive their corresponding Degrees in the XIII Convocation to be held on 8/9/2018. For those completing the requirements later, may receive their respective degree in the subsequent Convocation.

5) **Requirements for receiving the degree from the dais ?**

- a) Only those graduands who have registered themselves to receive the degrees in Person would be eligible to receive the Degree / Medal from the Dais. (Request - No participation requests after the declared schedule of registration (6pm of 28/8/18) on web portal, shall be entertained, so kindly donot embarrass the authorities by compelling them to send regret notes).
- b) NO rehearsal is being organised this year.
- c) The convocation Registration Fee is Rs. 3000/- , payable through various electronic modes, as indicated on the registration portal itself.
- d) The Registration Fees includes the Convocation Robes Charges. The convocation robe
 - For Male candidates, comprises of a Jacket (Beige Coloured, Sleeveless) and a Patka (Different Colours for UG , PG , Doctoral etc.),
 - For Female candidates, comprises of a Jacket (Beige Coloured, Sleeveless) and a Dupatta (Different colours for UG, PG, Doctoral, etc.)
- e) The said Convocation Robes are non-returnable and shall remain with the graduand as a token of convocation memento.
- f) As per the decision of the Hon'ble BOG of the Institute, it is further desired that
 - Male Graduands shall present themselves in White Shirt, Black Trousers and Black Leather Shoes;

- Female graduands shall present themselves in Golden Bordered White Saree, accompanied with a Golden Coloured Blouse; at the time of receiving the Degree from the Dais.
- g) Collection of Convocation Robes by those intending to receive the Degrees in Person:

<u>Date</u>	<u>Time</u>	<u>Venue</u>
7.9.2018	3pm - 6pm	GF & FF in Main Auditorium Entry from CC3 Side of Main Auditorium
8.9.2018	8am to 11 am	

- h) Registered candidates are encouraged to collect their Convocation Robes on 7/9/18 itself, to avoid any last minute rush on the Robes Distribution Counters.
- i) Robes distribution counters shall close sharp at the indicated timings on 8/9/18, to make way for the convocation day on Dais activities.
- j) List of candidates who have collected their robes shall act as the final list of candidates present on the convocation day and the rest shall be treated as being absent. Also therefore the Degree Certificates of all absentee candidates shall be removed from the serial order of the Degrees on the Dais.
- k) At the time of Collection of Robes, the Degree Receipients are desired to produce their valid identification like Driving License, Aadhar Card, Passport, Voter Id Card, Pan Card ,etc as approved generally for the purpose by Gol.
- l) Graduands MUST ensure that they have deposited their "NO DUES CERTIFICATE", before registering themselves on the Convocation Portal.
- m) The formally attired candidates are expected to report at the Main Auditorium accordingly on 8/9/2018. After putting on the Convocation Robes the graduands expected to be on their designated seat latest by 2.30 pm. Gates shall close at 2.40 pm.

6) How to receive the Degrees, if you miss to be on the Convocation Dais, for any reason ? For receiving Degrees *in Absentia* ;

- Candidates are required to register for the same through the Convocation Portal as per the details stated above. Registration Fees is Rs 3000/- only, payable through various electronic modes, as indicated on the registration portal itself.
- Such registered candidates shall be sent the degree Certificates by Speed Post. The Speed post charges stand included in the Registration Fees, in lieu of the Convocation Robes.
- Affidavit on a Non Judicial Stamp Paper of Rs 100/--, duly notarised, containing the matter as indicated, is required to be submitted *apriori*. (uploaded while making the request, while Original Hard copy to be posted to the Joint Registrar, AAA Section, IIIT Allahabad, Jhalwa, Allahabad - 211015, UP). **Click here for Affidavit Format.**
- Degrees of registered candidates, shall be Speed Posted within 15 days of the completion of the convocation, to the registered candidates.

7) Degrees of Candidates who neither come to receive in person and nor register for in absentia receiving:

- The respective Degrees shall be maintained in the AAA Section of the Institute for a period of three years only, after which Institute shall not be responsible for the Degrees.
- During these three years , if the candidate desires to have his/her Degree sent to him/her, it shall be possible ONLY upon the remittal of Rs 5000/- for the same. For this emailed request at aaa@iiita.ac.in shall be required to be sent, directly by the concerned candidate.

8) Payment Transfer Details:

Mode of Payment - Online

Account Name: IITA General AC

Account Type : Savings

Bank Name: Indian Overseas Bank, Civil Lines, Allahabad

Account Number: 035001000060976

IFSC Code: IOBA0000350

- 9) Program-wise tentative list of eligible students** (with name in Hindi & English) for award of Degree, subject to fulfillment of all other requirements, is being made available at convocation webpage.

All the Degree recipients, in their own interest, are requested to check their name spellings **(both in English as well as in Hindi)**. Any discrepancy, (discrepancy refers to the mismatch in Spellings on the already issued Grade Cards with respect to the spellings stated herein, NO new configuration shall be accepted.) should be intimated at **convocation@iiita.ac.in** positively by 6 pm of 28th August, 2018. After this, the details shall be treated as final. E-mail sent to any other id may not be entertained.

- 10)** Only those candidates who confirm their presence for receiving their Degree at <https://convocation.iiita.ac.in/>, by 28.8.2018 (6.00PM) and receive the convocation Robe in person by the declared time shall ONLY be invited on dais for receiving the Degree, on the convocation day.

- 11) Limited on Campus accommodation** arrangement for Males and Females is being attempted to be made. Accommodation shall be available at nominal charges. Accommodation requests can be registered on the convocation portal itself, clearly stating the details of accompanying family members (as may be applicable). Separate emailed requests are not required to be made. Those allotted on campus accommodation shall be intimated by the allotment list being put up on the portal itself by 5th September 2018.

(Imp: Few graduands have already made emailed requests for attending the convocation. All those who have made such requests, are also requested to kindly apply through the web portal window afresh.)

Keeping in view the limited On-Campus accommodation available, accommodation allotments by the Institute have already been done and displayed on the website. Subsequent to that, few requests for changing of accommodation types have been received by the Institute, which un-fortunately depends largely upon the vacancy arising out of the non-reporting graduands, which cannot be forecasted in advance. In general, therefore, it is requested to kindly continue with the allotted accommodation and refrain from making such requests owing to logistical constraints. Institute looks forward to welcoming all the graduands, leaving behind some momentary inconveniences , which at times are inevitable.

- 12) Convocation Dinner** is being organised for the Degree Recipients and their accompanying family members, alongwith the Guests. The Dinner shall commence from 7.30 pm onwards on 8/9/2018. The venue shall be declared in due course of time. *Meals on payment basis shall also be available at their respective places of stay, on payment basis, for those arriving in advance and leaving later.*