



XIV convocation of IIT Allahabad

Date: 30.07.2019

General Information for Convocation 2019

Scheduled on September 14, 2019 (Saturday) at 3:00 PM in the Main Auditorium of IIT Allahabad, Jhalwa Campus, Prayagraj (Allahabad) 211015,

- 1) On the occasion of its XIV Convocation, Institute would feel proud in welcoming all its eligible Degree recipients.
- 2) All the information and latest updates relevant to the XIV 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 degree in the said convocation are ESSENTIALLY required to register through the ONLINE Registration portal latest by 6 PM of **31st August 2019 (Saturday)** communicating their desire – to receive the degree In Person or In Absentia (through Postal medium).
- 4) **Who can receive the Degree / Institute Medals in XIV Convocation ?**
Those candidates who have completed all their Degree requirements such that their results have been declared by 12 Noon of the 13st August, 2019 are entitled to receive their corresponding Degree in the XIV Convocation to be held on 14-09-2019. For those completing the requirements later, may receive their respective degree in the subsequent Convocation. It may also be noted that for the purpose of being considered for award of Institute Medals in the XIVth Convocation also, the cut Off Date shall be 13th August 2019 (12 Noon). Those candidates whose results are NOT declared by the said cut off Date & Time, shall forfeit their right to be considered for award of Institute Medals.
- 5) **Requirements for receiving the degree from the dais in the XIV Convocation?**
 - a) Only those graduands who have registered themselves to receive the degree in Person and have collected the Convocation Robes would be eligible to receive the Degree / Medal from the Dais. (No participation requests after the declared schedule of registration (6PM of 31st Aug. 2019) on web portal and after due time of Robes Collection , shall be entertained.
 - b) NO rehearsal is being organized.
 - c) The Convocation Registration Fee is Rs. 3000/-, payable through various electronic modes, as indicated on the registration portal itself.(Not applicable for those who have paid it already).

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- d) The Registration Fees includes the Convocation Robes Charges. The convocation robe
- For Male candidates, comprises of a Jacket (Beige Coloured, Sleeveless) and 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 & Patka / Dupatta 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 Degree in Person:

<u>Date</u>	<u>Time</u>	<u>Venue</u>
13.09.19	3 PM – 6 PM	GF & FF in Main Auditorium Entry from CC3 Side of Main Auditorium.
14.09.19	8 AM – 10 AM	

- h) Registered candidates are encouraged to collect their Convocation Robes on 13-09-19 itself, to avoid any last minute rush on the Robes Distribution Counters.
- i) Robes distribution counters shall **CLOSE** sharp at the indicated timings on 14-09-19, to make way for the convocation day on-Dais activities. LATE ENTRANCE REQUESTS SHALL NOT BE ENTERTAINED.
- j) **List of candidates, generated electronically, 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 AUTOMATICALLY, even if they had earlier registered for receiving the Degrees in person.** Also therefore the Degree Certificates of all absentee candidates shall be removed from the serial order of the Degree on the Dais. Such candidates, who could not, for some last minute hiccups, make it timely to collect the Convocation Robes, shall be required to send the Oath Affidavit in hard copy to the Asstt. Registrar, AAA Section for the Degree being sent to them as "In Absentia" candidates.
- k) At the time of Collection of Robes, the Degree Recipients 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. Robe shall not be given in absence of the same.
- 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 14-09-2019. After putting on the Convocation Robes the graduands are expected to be on their designated seat latest by 2.15 PM. Gates shall close at 2.30 PM.

Contd.3/-

6) **How to receive the Degree, if you miss to be on the Convocation Dais, for any reason ? (Includes candidates who had initially registered to receive the Degree in person, BUT reached late and therefore could not receive the degree from Dais). Procedure For receiving Degrees *in Absentia* ?**

- Candidates are required to register for the same through the Convocation Portal as per the details stated above.
- Such registered candidates shall be sent the degree Certificate 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/- (or equivalent for those who are residing abroad), duly notarized, 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, IIT Allahabad, Jhalwa, Allahabad – 211015, U.P.). [Click here for Affidavit Format](#).
- Degrees of candidates registered for receiving Degree in Absentia, shall be Speed Posted within 15 days of the completion of the convocation, to the registered candidates.

7) **Degrees of Candidates who have paid the Degree receiving fee but could not come to receive the Degree in person:**

- Are required to send the duly completed No Dues Certificate + Notarised Oath (On Non Judicial Stamp paper of Rs 100/- or equivalent stationary) to the Assistant Registrar, AAA Section, alongwith the address where the Degree can be sent, The Degree shall then be sent to them within five working days of receipt.

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 on convocation webpage separately.

All the Degree recipients have already checked their name spellings (**both in English as well as in Hindi**). Any discrepancy, (Discrepancy herein 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@iita.ac.in positively by 6 PM of 31st August, 2019. E-mail sent to any other email id shall not be entertained. The details as on the convocation portal shall be treated as final.

10) Only those candidates who confirm their presence for receiving their Degree at <https://convocation.iita.ac.in/>, by 31-08-2019 (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 on **FIRST-REQUESTED-FIRST-SERVED** BASIS. Accommodation shall be available at nominal charges, Accommodation request can be registered on the

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convocation portal itself, clearly stating the details of accompanying family members (as may be, applicable). Separate emailed requests are not required to be made and shall also not be entertained. Those allotted on campus accommodation shall be intimated by the allotment list being put up on the portal itself by 5th September 2019.

- 12) **Convocation Lunch** is being organized for the Degree Recipients and their accompanying family members, alongwith the Guests. The LUNCH shall commence from 12.30 PM on 14-09-2019 and close by 1.30 pm. 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.***
- 13) Institute shall make all efforts to keep its Graduands updated about any latest developments concerning the conduct of its XIV Convocation, by posting the information on its Convocation Link. Graduands are therefore requested to keep visiting this site frequently. This site shall be the sole source of information in this respect, with no individual communications.

Welcome to the XIV Convocation !

**Core Team,
XIV Convocation**