



Indian Institute of Information Technology Vadodra

Maiden Convocation: 3rd November 2018

Instructions to Graduating Students

5th October 2018

Congratulations to the 2017 and 2018 graduating batches. We are proud of your achievements! Convocation is an important date in everyone's life. This will be a memorable day for you to cherish. In order to make sure everything goes smoothly, please make sure to follow these guidelines:

Before the Convocation:

- 1. Complete all formalities:** Please be sure that you have satisfied all the formalities and obtained all the necessary clearances. A list of graduating who meet the academic requirements for award of degree has been uploaded on the convocation website. However, those students who have not submitted "**Undertaking in Original**" and "**Financial Clearance**" from administration will not be eligible to attend the Convocation. Such students have been informed time to time through emails. They are being informed again through this. **In case of doubt, you may write to Registrar < registrar@iiitvadodara.ac.in >**
- 2. Convocation Fee :** An I-collect (SBI) form has been created for depositing the convocation fees online. You are requested to pay the fees through this mode only. No other mode will be acceptable. The details of the fees is as under:
 - (a) Category-I: INR 1000/-,** If you attend the Convocation-2018 in person.
 - (b) Category-II: INR 1200/-,** If you will not attend the Convocation-2018 in person and request to send the Degree and Grade sheet cum Transcript by post IN India to the address provided by you in consent form.
 - (c) Category-III: INR 2500/-,** If you will not attend the Convocation-2018 in person and request to send the Degree and Grade sheet cum Transcript by post OUTSIDE India to the address provided by you in consent form.
- 3. Consent Form Submission:** All graduating students have to fill and submit the Consent Form on and before **Friday, 12th October 2018.**
- 4. Convocation Attire:** Following shall be the dress code for the Convocation:
 - (a) Degree Recipients (Male):**

Attire type: Light Color Full Sleeve Shirt with button, Dark Formal Trouser OR Indian National Dress with Formal black/brown/dark color Shoes (Sandals/Chappals and similar foot wear not permitted)
 - (b) Degree Recipients (Female):**

Attire type: Light Color Kurti with Single Color Churidar/ Leggings OR Light Color Saree (Cotton/Silk)/Indian National Dress with Formal black/brown/dark color Shoes/Sandal (with back strap)


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5. **Graduation Gowns and Caps:** Shall be provided on rent on the day of rehearsal scheduled on 2nd November, 2018 to be returned after the Convocation. The vendor will be present at 1.00 pm on the day of rehearsal for issuing the same against a security deposit of **INR 1000/-**. The security deposit should be paid in a separate envelope, which will be returned by the vendor on returning back the Gown and Cap. Write your Name and ID on the envelope.

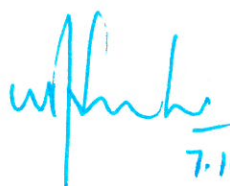
The rent for the gown is **INR 150/-**. It is to be paid to the vendor directly in cash.

Degree recipients not adhering to Convocation Dress code will not be allowed to participate in the convocation ceremony.

6. **Inform family and/or friends about the event:** The convocation is a very formal and solemn affair. Kindly inform your family and/or relatives visiting about the nature of the event. Children below 12 years are not permitted in the event.
7. **Arrange for accommodation:** Due to running semester, it is not possible to provide accommodation in the student hostels. Please make your own arrangements in advance. **(Medal winners will be provided with accommodation in guest rooms)**
8. **Attendance during Rehearsal:** Attending the rehearsal on Friday, 2nd Nov. 2018 at 2pm is mandatory. Only those who are present in rehearsal will be allowed to attend the main ceremony scheduled on 3rd Nov. 2018. No request for change of time is will be entertained.
9. **Post Rehearsal Activity:** You need to collect the ticket/gate pass for yourself and your guests for the convocation from Dr. Vinod Reddy in advance.

On Convocation Day:

1. **Arrive in Time:** The institute values and respects punctuality as part of its core ethics. Please arrive in time at the convocation venue for the event. Due to protocol requirements of the Chief Guest, the venue gates will be closed for Graduates/Degree Awardees at 9.00AM. All guests should be seated by 9:15AM.
2. **No Entry/Exit:** No one is allowed to enter/exit to/from the convocation hall 15 min. before the arrival of Chief Guest. The convocation hall gate will remain closed during the ceremony. Exit the hall only when announcement is made.
3. **No Mobile Phones/Camera:** No one is allowed to carry mobile phone/camera inside the convocation hall. The same may be kept outside the convocation hall under your own arrangements. Clicking of photographs is strictly prohibited. Camera/ Mobile phone will be forfeited by security. The event is being covered adequately by the photographers.
4. **Photographs and Tours:** This is your day. Once the formal ceremony ends, please feel free to make best use of your time by of taking pictures of your friends and batch mates or by giving a tour of the campus with your family and friends.
5. **Returning the Convocation Dress:** Please note that the convocation dress is rented. Kindly return them in the same condition and collect your security deposit.
6. **Share your experience:** Share your experience and links to the pictures at convocation@iiitvadodara.ac.in that you have taken so that we can showcase them.


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SAMPLE

Student ID : 201351001

Name (in English) : CHIRAG PANPALIA

Name (in Hindi) : चिराग पानपालिया

Signature : _____



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