

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

NOTICE

Ref. No.: IITG/Acad/295/21/2019/ 9036

Date: 10-06-2019

SUB: 21st CONVOCATION – INSTRUCTIONS FOR GRADUATING STUDENTS.

Students will have to report to their respective Marshals, for the 21st Convocation of the Institute, as per the timing indicated below:

Date	Time	Venue
12-06-2019	8.00 a.m.	Dr. Bhupen Hazarika Auditorium (Institute Auditorium)

On the Convocation Day, the following are to be strictly observed:

- (1) graduating students should collect **Convocation Robes** – to be issued **from 8.00 a.m. to 9.30 a.m.**, from the **Basement** of the Institute Auditorium [Procedures for issue and return of Convocation Robes are indicated at **ANNEXURE-I below**];
- (2) **graduating students are to report to their respective Marshals, inside the Convocation Hall, positively between 8.00 a.m. to 09.30 a.m.;**
- (3) they will be given final briefing by their respective Marshals about the proceedings of the Convocation and thereafter will have to take their seats in designated areas as per advice of the Marshals;
- (4) **the main entry gates to the Auditorium shall be closed at 9.30 a.m. and thereafter, nobody shall be allowed to enter in to the Auditorium Building.**
- (5) thereafter, the Chief Guest, Members of the Board of Governors as well as the Senate *will assemble in the lobby of the Auditorium (nearby the main entry gates) for CONVOCATION PROCESSION;*
- (6) also please note the following:
 - (i) **mobile phones inside the Convocation Hall shall be strictly prohibited;**
 - (ii) **during the Convocation proceeding hours, (a) undue movements, (b) interview with media personnel, and (c) photography, by individual participants shall be strictly prohibited (the Institute has made arrangements for professional photographers and outputs of the same shall be made available in the Institute's website);**

(D.Sharma)
Joint Registrar (Academic)

Joint Registrar (Academic Affairs)
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

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1. All Notice Boards.



ANNEXURE-I

SUB: TIMING FOR ISSUE OF (A) ROBES AND (B) ORIGINAL GRADE CARDS AND/OR ALUMNI CARDS TO STUDENTS RELATING TO 21st CONVOCATION.

Timing for issue of Robes to students for the 21st Convocation shall be as below:

Date	Time
12-06-2019	8.00 am. to 9.30 am.

Participating students are requested to observe the following:

- (a) robes and the *Gamochas (Angabastras)* shall be issued from designated counters located at the **basement** of Institute's auditorium, by Institute staff on duty, against **non-refundable** robes maintenance charge of **Rs.300/-** in cash per student (students should ensure to carry change);
- (b) after wearing the robes and the *Gamochas (Angabastras)*, concerned students should report to their respective Marshals and take their seats in the designated areas inside the Convocation Hall;
- (c) in case of any problem, a student may contact the concerned Marshall who will be available inside the Convocation Hall;
- (d) **issuing of Convocation Robes will stop sharply at 09.30 am.**
- (e) **after the Convocation**, students will have to **RETURN THE CONVOCATION ROBES** TO THE CONCERNED COUNTERS FROM WHICH THESE WERE ORIGINALLY ISSUED TO THEM, **BETWEEN 01.30 pm to 03.00pm on 12-06-2019** and **THEN COLLECT THE ALUMNI CARD THERE ITSELF.**
- (f) **N.B.:** In their own interests, the graduating students are requested to return the convocation robes to the designated counters **latest by 03.00 p.m. on 12-06-2019**, since
 - (i) after 03.00 p.m., no member of the Committee for Collection of Robes shall be available for issue receipts of Convocation Robes;
 - (ii) Alumni Cards (including in-absentia) shall be issued only during **01.30 pm to 03.00 pm on 12-06-2019** subject to return of the Convocation Robes.
 - (iii) Venue and time for issue of **In-absentia** Original Degree and Transcripts shall be as per following:

Venue	03.00 pm—05.00 pm
Academic Section	In-absentia Distribution of Original Degree and Transcript to the respective representative authorized by the concerned student to collect the same on his /her behalf.

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