

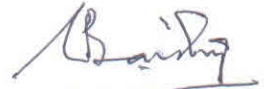
सूचना / NOTICE

It is to for information of all the degree recipients that the 17th Convocation will be held on 02 Nov 2019 at the Institute Auditorium (Sport complex) at 08:30 hours. In this regard, please note the following points:

1. To attend the convocation, registration is a must. All the degree recipients (UG, PG, and Ph.D.), who desire to receive the degree at the Convocation, are to register online on or before 31st October 2019 as notified.
2. All the degree recipients attending the convocation are invited to a pre-convocation dinner hosted by the Director on 01 Nov 2019, along with their parents/guardian. The dinner time shall be 19:00 – 21:30 hours at the sport complex auditorium. In this regard, they are to collect coupons for pre-Convocation dinner for self and for the parents/guardian attending the convocation from the academic section till 4 PM on 1st November 2019. The coupons are to be produced at the dinner venue.
3. **Pre convocation rehearsal will be held on 01 Nov 2019 (12.00 - 02:00 hours) at the convocation venue. This rehearsal is a must to attend the convocation. Attendance shall be recorded for the same. You are to report for the rehearsal by 11:45 hours to the concerned marshal at the convocation venue.**
4. The registered students are to collect the robes from the Hostel Manager in the **SAC Building** against a security deposit of Rs. 1,000 in cash after the convocation rehearsal on 01 Nov 2019. In case, a student does not attend the Convocation after collecting the robe, his/ her security deposit will be forfeited. Those who do not register to attend the convocation shall receive their degree certificate by post after the convocation.
5. Those who do not participate in the rehearsal, shall not be given the robe and essentially miss the convocation.
6. Students are to return the robes immediately after the convocation till 16:00 hours upto 03 Nov 2019 to the Hostel Manager (**SAC Building**). Their security deposit (Rs. 1,000) will be returned in cash on returning the robes.
7. No degree recipients shall be allowed to enter the convocation venue without robe.
8. All the graduating students must occupy their seats by 08.00 hours. No student shall be allowed to enter the hall after this deadline.
9. Inside the convocation hall, photography is prohibited. No student will be allowed to carry cameras and mobiles inside the hall. Official convocation photograph of each student and a complete video of the proceedings will be made available in the Institute website.

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10. After entering the academic procession, no one will be allowed to move. They are requested to maintain silence and decorum for smooth conduct of the convocation.
11. All the students are requested to strictly follow the instructions of respective marshals.



(S. Baishya)
Dean (Academic)

Copy forwarded for information and action, where necessary to:

1. The PA to the Director for kind information of the Director
2. Dean (R&C) and Dean (SW)
3. Dr. Koushik Guha, Assoc. Dean (SW). He is requested to coordinate the robe distribution and collection back. He is also requested to coordinate the distribution and dressing of robes to the Guests, Director, Senate members etc. on the day of convocation.
4. Dr. Ganti Ramesh, Chief Marshal with a request to circulate the same among all the Marshals for needful. He is also requested to coordinate with Dr. Koushik Guha, for any issues related to the robes
5. Hostel Manager
6. All Head of the Departments
7. Hostel Notice boards. (All hostels)
8. Dr. R. Patgiri, Asstt. Professor, CSE Dept., with a request to arrange for uploading the notice to the Institute website