

## **Frequently Asked Questions about Convocation-2023**

Q. When is the convocation?

Ans. The Tenth Annual Convocation 2023 is finalized to be held on 22.12.2023(Notice No. 414/ACAD/2023 Dt.27.11.2023)

Q. When can I register for the convocation?

Ans. Information will be available in the website.

Q. Who can register for the convocation?

Ans. Students who have collected the final semester marksheet/provisional certificate (for Ph.D) can only register for the convocation. Final semester marksheet/ provisional certificate (for Ph.D) can be collected till the last date of online registration for the convocation.

Q. I have not yet collected my provisional PhD certificate; can I still register for convocation?

Ans. Those who have collected the provisional PhD certificate within the last date of registration for convocation can register for the convocation.

Q. I have not registered for the convocation. How can I collect my degree?

Ans. The degree recipient may collect the degree from the next working day(after the convocation) onwards as per the procedure mentioned in the website.

Q. What happens on the registration day before the convocation day?

Ans. The degree recipients who had registered online should report in person or through their authorized representative at the registration desk inside the Institute and collect the convocation kit consisting of Uttoriyo, Invitation Card, Lunch coupon and convocation booklet. No request for collecting the convocation kit will be entertained on the convocation day.

Q. What should I carry for reporting at the convocation registration desk on the previous day of the convocation?

Ans. Degree recipients have to produce the hard copy of the Acknowledgment letter generated after payment and online registration for the convocation and his/ her original student ID card for Registering at the registration desk on the day before the convocation.

Q. Will there be rehearsal for convocation?

Ans. No

Q. How will I know the convocation etiquette?

Ans. The degree recipients are to follow the suitable video link to be provided in the website for the convocation etiquette.

Q. When can I leave the convocation venue?

Ans. All the students are to remain seated in their respective place during the entire duration of the convocation. They may leave only after the Convocation Oath is administered and National anthem at the end of the convocation ceremony.

Q. Will all the degree recipients be allowed inside the convocation venue?

Ans. Only the students who have filled the online registration form and then subsequently registered and collected the convocation kit on the previous day of the convocation and produce the convocation kit will be allowed inside the convocation venue.

Q. How do I gain entry to the convocation venue?

Ans. For entry inside the venue the registered degree recipient has to carry all the items in the convocation kit given on the previous day.

Q. When can I enter the convocation venue?

Ans. One hour prior to the convocation the degree recipients should enter the convocation venue and take their seats as mentioned in the card in the convocation kit. The convocation tent will be closed 30 minutes before the convocation starts.

Q. What is the dress code for convocation?

Ans. Formal dress with uttoriyo. The uttoriyo will be provided by the Institute after the degree recipient registers at the registration desk on the previous day of the convocation.

Q. Do I have to return the uttoriyo after the convocation?

Ans. No.

Q. Will mobile phones be allowed inside the convocation venue?

Ans. Yes. However, mobile phones are to be kept in silent/ flight mode throughout the convocation ceremony.

Q. Will my parents/ family members be allowed to attend the convocation?

Ans. Medalists and PhD degree recipients will be given 2 guest passes for their parents/ family members after registering at the registration desk on the previous day of the convocation.

Q. What if the spelling of my name is not correct?

Ans. The English and Hindi names to appear in the certificate will be given in the Institute website prior to the convocation. Please intimate within the scheduled date for spelling correction(s).

Q. I failed to correct my name spelling (if incorrect) within the date mentioned, what should I do?

Ans. There will be no change of spelling of name once the certificate is issued.

Q. I had registered for the convocation but I have failed to collect the degree. What should I do?

Ans. The degree recipient may collect it in person or through an authorized person (letter format available in the website) from next working day onwards.

Q. Will lunch be served?

Ans. Packet lunch will be served only to the registered degree recipient. Option for veg/non veg needs to be exercised during online filling of the form for registration.

Q. Will Guest House be provided for the people attending the convocation?

Ans. Please check with the Guest House In-charge.

Q. What will happen if I fall ill at the Convocation Venue?

Ans. Medical Board will be present at the venue.