



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302

No. IIT/Acad /UG/PG/H-V/29(54)/2008

Date: 20th June, 2008

NOTIFICATION

54th Annual Convocation to be held on 25th July, 2008

The Fifty-fourth Convocation of the Institute will be held on Friday, the **25th July, 2008** at this Institute. All students who have already qualified in the Session 2007-2008 for B.Tech.(Hons.), B.Arch.(Hons.), Integrated M.Sc., Dual Degree, M. Sc (2-Year), M.Tech., MCP, MBA, MMST, MS, Ph.D. Degrees & PGDIPL, PGDRD, PGDIT, PGDMOM, PGDST, PGDBA, PGDM and PGDTNM Diploma are invited to attend the Convocation and to receive their degree/diploma in person.

Degree recipients who are desirous of attending the Convocation and receive the degree/diploma in person are required to:

- a. **Pay a fee of Rs.500/- by cash/draft for receiving Degree/Diploma in person.**
- b. **Confirm in writing**, using the prescribed option form (**Download Form**) which must reach the Deputy Registrar (Academic) **latest by 21st July, 2008** together with the Cash Receipt / crossed Bank Draft (if not already deposited before leaving the Institute) for Rs.500/- drawn in favour of IIT Kharagpur, payable at Kharagpur towards the fee for receiving Degree/Diploma in person.
- c. **Report in person to the Institute positively by 10.00 a.m. on Thursday, the 24th July, 2008.**
- d. **Register at the counters of Technology Alumni Association (TAA) in the Room F-134 (S N Bose Auditorium)** and produce the Receipt as an evidence of having paid the fee of Rs. 500/- for receiving the Degree/Diploma in person.
- e. The **dress code** to be adhered to during the ceremony, is stated below :
 - a. **For Boys** : Light colour plain cloth full sleeve shirt (no printed design) and dark colour plain cloth trouser (no printed design) and shoes with socks.
 - b. **For Girls** : Light colour plain sari or light colour plain cloth Salwar Kurta (no printed design) with scarf and ladies shoe.

With this dress, the degree recipients will have to wear the Convocation scarf (academic robe) around the neck.

- f. **Collect the Convocation Scarf from the designated counter of TAA by depositing separately Rs.300/- in cash.** The money so deposited will be refunded in cash on return of the scarf intact immediately after the Convocation otherwise the same will be forfeited if the scarf is not returned later on the completion of Convocation.
- g. **A full-scale rehearsal of the function will be held at 3.00 p.m. on Thursday, the 24th July, 2008 in the Netaji Auditorium.**

- h. **Registration of degree recipients by the Technology Alumni Association (TAA) will close at 2.30 p.m. on Thursday, the 24th July, 2008.** No recipient will be allowed to receive his/her degree in person in the Convocation, if he/she (i) **does not register himself/herself within the date and time mentioned above, and (ii) do not attend the rehearsal on Thursday, the 24th July, 2008.**
- i. **All are requested to note that presence at the rehearsal is MANDATORY.**
- j. At the rehearsal and at the Convocation next day, the degree recipients must be attired in prescribed dress together with the scarf in proper position, failing which entry in the Convocation Hall (Netaji Auditorium) will not be permitted.
- k. **Convocation costume (scarves) will be made available to the degree recipients from the appointed counters in the Room No. F-127 (Institute Main Building, Ground Floor) against production of Money receipts.**

Deputy Registrar (Academic)
for Registrar

NOTICE BOARD

Copy to :

1. All Heads of the Deptts/Centres, Schools | with 2 spare copies. They are requested to notify
2. All Wardens, Halls of Residences | in all possible manner the above text among all
| passing out final year UG/PG and Research
| students.
3. Deputy Registrar (F&A) - For arranging receipt & refund of Caution Money as per existing system/practice.
4. All Students/Scholars declared eligible for B.Tech.(Hons.), B.Arch.(Hons.), Integrated M.Sc., Dual Degree, M. Sc (2-Year), M.Tech., MCP, MBA, MMST, MS or Ph.D. Degrees, PGDIT, PGDMOM, PGDRD, PGDTNM, PGDIPL, PGDST, PGDBA and PGDM Diploma in the Session 2007-2008 at their residential addresses.

Copy also forwarded for information to :

1. All Deans
2. Prof. & Head, T & P
3. President, TSG
4. Chairman, Central Library
5. Security Officer/Assistant Security Officer
6. Secretary to the Director
7. Secretary, Deputy Director's Office
8. Secretary, Registrar's Office
9. All Deputy Registrars
10. All Assistant Registrars
11. Public Relations Officer
12. Conveners of Convocation Sub-Committees
13. Engineer, Technology Telecom Centre
14. Assistant Engineer, IIT Press
15. All Supdts./Section-in-Charges in the Institute



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**Please fill up either
PART-I or PART-II as
applicable**

**Paste your recent stamp size
photograph attested by HOD
or a competent authority**

PART - I
OPTION FOR ATTENDING CONVOCATION IN PERSON

I shall be present at the Convocation and receive the Degree Certificate/Diploma in person.

I shall report to the Institute on _____ . I have also paid **the prescribed fee of Rs.500/-** to the Cash Section vide enclosed Cash Receipt / by Bank Draft.

1. Name in full :
(in block letters)
2. Institute Roll No. :
3. Hall of Residence :
4. Father's Name
5. Period of Study at the :
Institute
6. Department/Centre/School :
7. Branch of Study :
8. Degree/Diploma obtained :
9. Year of Passing the :
final examination
10. Address (Permanent) with Pin Code:

11. e-mail/phone number :
12. Details of payment of fee of :
Rs 500/- (enclosed cash
receipt/bank draft).

Date:

Signature of the applicant

(please see overleaf for Part-II)

PART – II

OPTION FOR ISSUE OF DEGREE/DIPLOMA IN ABSENTIA

I desire to receive the Degree/Diploma in absentia.

I desire to receive it by Registered Post, for which the prescribed fee of Rs.1500/- is being sent by crossed Bank Draft on (mention name of the bank) payable at Kharagpur (Branch Code No.) bearing Draft No. dated drawn in favour of Indian Institute of Technology, Kharagpur-721302.

* I have already paid the fee (Rs.1500/-) vide Cash Receipt (No..... dated). A copy of the receipt is enclosed. / ** I have already paid the fee (Rs.1500/-) by Bank Draft (No..... dated) (Name of the issuing Bank).

1. Name in full :
(in block letters)
2. Institute Roll No. :
3. Hall of Residence :
4. Father's Name :
5. Period of Study at the :
Institute
6. Department/Centre :
7. Branch of Study :
8. Degree obtained :
9. Year of Passing the :
final examination
10. Complete Postal Address :
where the degree is to be sent
(in block letters) with Pin Code
11. e-mail/phone number :

Date:

Signature of the applicant

ADDRESS SLIP

Name: _____

C/O _____

Address: _____
