



INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Nangal Road, Rupnagar, Punjab – 140001

Tele: 01881-227083, 242114/Fax: 223395

Email ID: convocation@iitrpr.ac.in

Prof. P. K. Raina

Dean, Academics

Chairman, Convocation Committee 2018

Ref. No. IITRPR/Acad./Convo-2018/ 2549

Dated: 29.10.2018

Dear Graduating Student,

You will be happy to know that the Seventh Convocation of the Institute will be held on Monday, December 3, 2018. We would appreciate your presence on this occasion to receive your Degree in person. If you are unable to attend please let us know and arrange to receive the degree in absentia; the degree in absentia will be issued to you or to a person carrying the authorized letter in writing starting from the next working day after the convocation. The fee payable for the degree is Rs. 1000/- . You are requested to fill up the enclosed form (Form-A) and return the same to the Deputy Registrar (Academics) latest by Friday November 16, 2018. Please note that admission to the Convocation will be subject to:-

- (i) Clearing all outstanding dues, if any. In case you have not submitted the "No Dues Certificate" you can download the same from the website <http://www.iitrpr.ac.in/convocation2018> and submit the completed "No Dues Certificate" to UG Section latest by Friday November 09, 2018.
- (ii) Having the admit card which can be obtained from Academic Section on the date mentioned in the schedule.
- (iii) Reporting for rehearsal in the IIT Ropar campus on the date/time mentioned in the schedule.

The formal academic gowns which you need to wear for receiving the degree will be available in the Institute on security deposit of Rs. 500/- (refundable) and hire charges of Rs. 150/- (non-refundable). The gowns must be returned **immediately after the Convocation** and you can claim refund of deposit. The issue of gowns will start at 8.30 a.m. sharp on the day of the Convocation.

Should you wish to have your parents or relatives or friends to attend the Convocation ceremony, we will be very happy to extend an invitation. Please write to the Deputy Registrar (Academics) latest by Friday November 16, 2018 (Maximum of two) giving names and address of your parents or relatives or friends in the enclosed Form B.

For any other information please visit the convocation website

<http://www.iitrpr.ac.in/convocation2018>

We look forward to seeing you at the convocation and with best wishes for a bright future as an IIT Ropar alumnus.

Yours sincerely

(Prof. P. K. Raina)

Mr./Ms.

Entry No.....

The Deputy Registrar (Academics)
 Indian Institute of Technology Ropar,
 Nangal Road, Rupnagar,
 Punjab-140001

Subject: Application for receiving Degree– In person / In absentia in the Convocation to be held on Monday, December 3, 2018

Dear Sir,

With reference to your letter No. IITRPR/Acad./Convo-2018/_____ dated 29.10.2018, this is to inform you that:-

- (a) I am eligible to receive my degree in the Convocation 2018. I shall attend the Convocation Rehearsal and shall also be present at the Convocation, as per the schedule given on the website <http://www.iitrpr.ac.in/convocation2018> to receive my Degree in person. A fee of Rs. 1000/- is being remitted in favour of "IIT Ropar Fee Account", Indian Institute of Technology Ropar, Nangal Road, Rupnagar, Punjab-140001 vide SB Collect transaction ID / Demand Draft No.....datedalong with this letter.
- (b) I shall not be able to attend the Convocation and therefore, request that I may be admitted to the Degree in absentia. A fee of Rs.1000/- is being remitted in favour of the "IIT Ropar Fee Account", Indian Institute of Technology Ropar, Rupnagar, Nangal Road, Punjab-140001 vide SB Collect transaction ID / Demand Draft No..... dated along with this letter. I also request that my degree certificate be sent by registered post at the under-mentioned address.

Yours faithfully

(Signature of the student)

Dated:

Name of the student.....

Entry No..... Date of completing degree requirements.....

Discipline

Address

.....

..... Pin Code.....

Telephone No..... Mobile

E-mail Address:

The Deputy Registrar (Academics),
Indian Institute of Technology Ropar,
Nangal Road, Rupnagar,
Punjab-140001

Dear Sir,

Name of parents or relatives or friends to be invited to Convocation 2018

Name of the graduating student (in block letters) _____

Entry No. _____ Discipline _____

I am eligible to receive degree in convocation 2018 and would like to invite (Maximum of two) the following to the Convocation, 2018:

1. Name: _____

Relationship: _____

Address: _____

2. Name: _____

Relationship: _____

Address: _____

(Signature of Graduating Student)

Dated: _____

Note: Invitation card attached herewith.

**INDIAN INSTITUTE OF TECHNOLOGY ROPAR
ACADEMIC SECTION**

Dated : 29.10.2018

**FOR ATTENTION OF ALL UG ELIGIBLE
FOR AWARD OF DEGREES AT CONVOCATION, 2018**

Graduating students of Deptt.	Computer Science & Engineering Electrical Engineering Mechanical Engineering
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Convocation 2018**Date: December 03, 2018****SCHEDULE FOR THE CONVOCATION**

Date	Time	Venue	Details
Sunday, December 2, 2018	12:00 Noon to 3.00 PM	Main Campus IIT Ropar	Issue of Admit Cards and Security Deposits of Rs. 500/- + Rs. 150/- hire charges for academic gowns
	3:00 PM	Main Campus IIT Ropar	Rehearsal
	4:30 PM	Main Campus IIT Ropar	Tea
Monday, December 03, 2018	08.30 AM	Main Campus IIT Ropar	Academic Gowns will be issued by showing the admit card.
	10.00 AM	Main Campus IIT Ropar	Awardees to take respective seats.
	10:30 AM to 12.40 PM	Main Campus IIT Ropar	Convocation
	12.45 PM Onwards	Main Campus IIT Ropar	Convocation Lunch

Annexure "D"

The Convocation fees is required to be paid through SB collect as per following procedure:

1. Go to onlinesbi.com
2. Select SB Collect
3. Tick the terms and conditions and continue
4. Select state--Punjab
5. Select Educational Institute--IIT Ropar
6. Select the option for payment category, ie Convocation 2018 Fee
7. Pay the requisite fee.
8. Submit/ email the printout along with the Convocation letter on convocation@iitrpr.ac.in.

IMPORTANT

(A)	All those graduating students who would like to receive their degree in person in the convocation, it is compulsory to attend the rehearsal. please bring your admit card, any student failing to (i) Collect his/her admit card and (ii) Attend the rehearsal as per the respective schedule given above, will not be allowed to receive his/ her degree in person: no relaxation will be allowed under any circumstances.
(B)	The Programme for Rehearsal / Convocation will remain unchanged even if December 3, 2018 is declared as holiday.
(C)	Not withstanding the above, for reasons beyond control, if the date of convocation / rehearsal is changed; the announcement will be made in leading newspapers/ Website.
(D)	Brief cases / bags / ladies purses /mobile phones etc. will not be allowed in the convocation hall for security reasons.
(E)	Children below 18 years will not be permitted.
(F)	Please ensure that the Institute has your correct address in its records. In case there has been a change since you joined the Institute, please get the records updated in the concerned academic section.
(G)	All graduating students are advised to carefully note their respective convocation schedule given above. No request for change of date of convocation will be allowed under any circumstances.


C. S. Sham Sundar
Deputy Registrar
(Academics)

All Graduating Students