



Prof. P. K. Raina  
Dean, Academics  
Chairman, Convocation Committee 2015

## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Nangal Road, Rupnagar, Punjab – 140001  
Tele: 01881-227083, 242114/Fax: 223395  
Email ID: [convocation@iitrpr.ac.in](mailto:convocation@iitrpr.ac.in)

Ref. No. IITRPR/Acad./Convo-2015/

Dated: 24.09.2015

Dear Graduating Student,

You will be happy to know that the Fourth Convocation of the Institute will be held on 3<sup>rd</sup> November 2015. 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 starting from the next working day after the convocation to you or to a person carrying the authorized letter in writing. 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 Assistant Registrar (Academics) latest by 26<sup>th</sup> October 2015. 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/convocation2015> and submit the completed "No Dues Certificate" to UG Section latest by 26.10.2015.
- (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 09.00 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 Assistant Registrar (Academics) latest by 26<sup>th</sup> October 2015 (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/convocation2015>

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 Assistant 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 3<sup>rd</sup> November 2015.**

Dear Sir,

With reference to your letter No. IITRPR/Acad./Convo-2015/\_\_\_\_\_ dated 24.09.2015, this is to inform you that:-

- (a) I am eligible to receive my degree in the Convocation 2015. 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/convocation2015> to receive my Degree in person. A fee of Rs. 1000/- is being remitted in favour of Registrar, Indian Institute of Technology Ropar, Nangal Road, Rupnagar, Punjab-140001 vide bank Draft/ IPO No.....dated .....along 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 Registrar, Indian Institute of Technology Ropar, Rupnagar, Nangal Road, Punjab-140001 vide bank Draft/PO 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 Assistant 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 2015

Name of the graduating student (in block letters) \_\_\_\_\_

Entry No. \_\_\_\_\_ Discipline \_\_\_\_\_

I am eligible to receive degree in convocation 2015 and would like to invite (Maximum of two) the following to the Convocation, 2015:

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 : 24.09.2015

**FOR ATTENTION OF ALL UG ELIGIBLE  
FOR AWARD OF DEGREES AT CONVOCATION, 2015**

<b>Graduating students of Deptt./School</b>	Chemistry Computer Science & Engineering Electrical Engineering Mathematics Mechanical, Materials & Energy Engineering Physics
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**Convocation 2015****Date: 3<sup>rd</sup> November 2015****SCHEDULE FOR THE CONVOCATION**

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Details</b>
2 <sup>nd</sup> November 2015	3:00 PM to 4.30 PM	Room no.-125, IIT Ropar	Issue of Admit Cards and Security Deposits of Rs. 500/- + Rs. 150/- hire charges for academic gowns
	5:30 PM	MP Hall	Tea
	5:45 PM	MP Hall	Rehearsal
3 <sup>rd</sup> November 2015	09.00 AM	L-3 Lecture Hall	Academic Gowns will be issued by showing the admit card.
	11.00 AM	MP Hall	Awardees to take respective seats.
	11:30 AM to 1.00 PM	IIT Ropar	Convocation
	1.00 PM Onwards	IIT Ropar	Convocation Lunch

## 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 3 <sup>rd</sup> November 2015 is declared a 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.
(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 & examination 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**

**Assistant Registrar  
(Academics)**

**All Graduating Students**