



**Prof. P. K. Raina**

Dean, Academics & Research

Chairman, Convocation Committee 2012

## 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-2012/2431-2524

Dated: 16.01.2013

Dear Graduating Student,

You will be happy to know that the first Convocation of the Institute will be held on 2nd February 2013. 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 authorized by you in writing. The fee payable for the degree is Rs. 1000/- . Please, therefore, fill up the enclosed form (Form-A) and return the same to the Assistant Registrar (Academics) latest by 23<sup>rd</sup> January, 2013. 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/convocation2012> and submit the completed "No Dues Certificate" to UG Section latest by 23.01.2013.
- (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. 50/- (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 8.00 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 23<sup>rd</sup> January 2013 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/convocation2012>

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 2<sup>nd</sup> February 2013.**

Dear Sir,

With reference to your letter No. IITRPR/Acad./Convo-2012/2431-2524 dated 16.01.2013, this is to inform you that:-

- (a) I am eligible to receive my degree in the Convocation 2012. I shall attend the Convocation Rehearsal and shall also be present at the Convocation, as per the schedule given on the website <http://iitrpr.ac.in/convocation2012/schedule>, 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 2012

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

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

I am eligible to receive degree in convocation 2012 and would like to invite the following to the Convocation, 2012:

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 : 16.01.2013

**FOR ATTENTION OF ALL UG ELIGIBLE  
FOR AWARD OF DEGREES AT CONVOCATION, 2012**

<b>Graduating students of Deptt./School</b>	Computer Science & Engineering Electrical Engineering School of Mechanical, Materials & Energy Engineering
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**Convocation 2012**

**Date: 2nd February 2013**

**SCHEDULE FOR THE CONVOCATION**

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Details</b>
31 January 2013	9.30 AM to 5.30 PM	Room no.-125, IIT Ropar	Issue of Admit Cards and Security Deposits of Rs. 500/- + Rs. 50/- hire charges for academic gowns
1 February 2013	9.00 AM to 12.00 Noon	Room no.-125, IIT Ropar	Issue of Admit Cards and Security Deposits of Rs. 500/- + Rs. 50/- hire charges for academic gowns
	4.00 PM	IIT Ropar	Rehearsal
2 February 2013	8.00 AM	IIT Ropar	Academic Gowns will be issued by showing the admit card.
	10:30 AM to 12.30 PM	IIT Ropar	Convocation
	1.00 PM to 2.00 PM	IIT Ropar	Lunch with faculty

## 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 2nd February 2013 is declared a holiday.
(C)	Notwithstanding 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**