



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Powai, Mumbai – 400 076

Website : [www.iitb.ac.in](http://www.iitb.ac.in)

No.Acad./Convo-54/2016

1<sup>st</sup> July, 2016

## Sub : 54<sup>th</sup> Convocation on Saturday, the 13<sup>th</sup> August, 2016

Dear Student,

The **54<sup>th</sup> Convocation** of the Institute will be held in the morning **on Saturday, the 13<sup>th</sup> August, 2016 in the Convocation Hall of the Institute.** On behalf of the Institute, I am happy to invite you for the Convocation.

Please report at 9:00 a.m. in the Convocation Hall. The degree recipients should wear traditional Indian garments in White (Gents : White Kurta – Pyjama / Dhoti and Ladies : White Sari or White Salwar – Kurta) and the “Uttaria” which will be provided by the Institute. The degree recipients should wear proper footwear (**not hawai chappals or bathroom slippers**).

Students intending to receive their degrees in person should immediately write to the Deputy Registrar (Academic) enclosing a Crossed Demand Draft for Rs.500/- drawn in favour of the Registrar, IIT Bombay, payable at S.B.I, IIT Powai Branch, as Convocation fee. **(Those who have already paid the Convocation fee, need not send the demand draft again).** Please note that the Demand Draft or Cash will not be accepted after **13<sup>th</sup> July, 2016**, under any circumstances.

“Uttaria” will be issued in the Academic Section from Monday the **8<sup>th</sup> August, 2016 to Thursday the 11<sup>th</sup> August, 2016 between 10:00 a.m. & 5:00 p.m.** on production of their Institute Identity Card. The “Uttaria” will not be issued thereafter. Those who do not take the “Uttaria” will not be permitted to receive the degree in person on **13<sup>th</sup> August, 2016.**

The degree recipients are requested to be present at the **Convocation Hall** of the Institute in the afternoon **on Friday, the 12<sup>th</sup> August, 2016** for **rehearsal**, which is **compulsory**. On arrival, they should report to the Convocation Hall. Detailed schedule shall be uploaded on the Academic Web page.

The following important points may please be noted.

1. Please ensure that you have cleared all dues of the Institute, Hostel and other dues before you approach to collect “Uttaria”.
2. While sending Demand Draft for Rs. 500/-, kindly write your Roll No. & Name on the reverse side of the Demand Draft.
3. Please note that students without “Uttaria” will not be permitted to receive their degree in person on **13<sup>th</sup> August 2016.** “Uttarias” will NOT be issued on the day of the Convocation.
4. The “Uttaria” can be retained by the student as a souvenir. In case students opt to receive their degree **in absentia**, the “Uttarias” will be posted to them along with the degree certificates.
5. No private photographers will be allowed in the Convocation Hall. However, the Institute will make arrangements for photographs and a copy will be provided to them free of cost. Photographs can be collected from the Public Relation Office(PRO). The schedule for distribution of photographs will be announced by the PRO.

Those who opt to receive their degree in absentia should also send a Demand Draft of Rs.500/- drawn in favour of “Registrar, IIT Bombay”, payable at S.B.I, IIT Powai Branch, towards Convocation fees, **if not already paid.** The Degree in absentia, will be sent by post, only after completion of all formalities, including clearances of dues.

With best wishes.

Yours sincerely,

Deputy Registrar (Academic)

To  
All Passing out Students