

सूचना / NOTICE

It is for information of all the degree recipients that the 20th Convocation will be held on 04 Nov 2022 at the Institute Auditorium (Sports complex) at 14.00 hours. In this regard, please note the following points:

1. All the degree recipients attending the convocation are invited to a pre-convocation dinner hosted by the Director on 03 Nov 2022, along with their parents/guardian (if registered in the convocation registration portal). The dinner time shall be 19:00 – 21:30 hours at the sport complex auditorium.
2. **Pre convocation rehearsal will be held on 03 Nov 2022 (2.00 p.m. – 3.30 p.m.) and 04 Nov 2022 (9.30 a.m. - 11 a.m.) at the convocation venue. This rehearsal is a must to attend the convocation. Attendance shall be recorded for the same. You are to report for the rehearsal 30 minutes prior to the given time, to the concerned marshal at the convocation venue. Dr. T.R. Lenka is to look after this for compliance.**
3. Classes shall remain suspended on 03rd Nov 2022 (2nd Half) and 04th Nov 2022.
4. The registered students are to collect the robes in the **Convocation Venue** against a security deposit of Rs. 500 in cash. The students who have already paid Rs. 500 for robes, need not pay the same again. Such students are to show their payment receipt as proof before collecting the robes.
5. In case, a student does not attend the Convocation after collecting the robe, his/ her security deposit will be forfeited. Those who do not register to attend the convocation shall receive their degree certificate by post after the convocation.
6. Those who do not participate in the rehearsal, shall not be given the robe and essentially will miss the convocation.
7. Students are to return the robes immediately after the convocation. Their security deposit (Rs. 500) will be returned in cash on returning the robes. Dr. Sudipta Chakraborty is to look after this for compliance.
8. No degree recipients shall be allowed to enter the convocation venue without robe.
9. **All the graduating students must occupy their seats by 13.00 hours on 04th Nov 2022. No student shall be allowed to enter the hall after this deadline.**
10. Inside the convocation hall, photography is prohibited. No student will be allowed to carry cameras and mobiles inside the hall. Official convocation photograph of each student and a complete video of the proceedings will be made available in the Institute website.
11. After entering the academic procession, no one will be allowed to move. They are requested to maintain silence and decorum for smooth conduct of the convocation.
12. All the students are requested to strictly follow the instructions of respective marshals.


(Prof. A.K.Barbhuiya)
Dean (Academic)

Copy forwarded for information and action, where necessary to:

1. The PA to the Director for kind information of the Director
2. All Deans & All Heads (Deptt. / Section)
3. Dr. Sudipta Chakraborty, Asstt. Professor, EIE Deptt. is to coordinate the robe distribution and collection back. He is also to coordinate the distribution and dressing of robes to the Guests, Director, Senate members etc. on the day of convocation.
4. Dr. T.R Lenka, Chief Marshal with a request to circulate the same among all the Marshals for needful. He is also requested to coordinate with Dr. Sudipta Chakraborty for any issues related to the robes.
5. Hostel Notice boards. (All hostels)
6. Dr. R. Patgiri, Asstt. Professor, CSE Dept., with a request to arrange for uploading the notice to the Institute website