

## Convocation notice

11/Exam/Notice/3690  
Date-09/01/2020

Dear students,

We are pleased to inform you that the Degree Distribution Ceremony for academic year 2018-19 will be held on January 18, 2020 and it will start at 8:30 am.

We request you to register for the ceremony by filling the Google form on the link, <https://forms.gle/GpcdiRXeDSTwQHAm9> latest by January 3, 2020.

***Please note that the registration will close after 5.00 p.m. on January 3, 2020. Any data received after the specified date will not be considered for registration.***

However, you may attend the ceremony and collect your degree only after the ceremony is over. The degree can be collected from the exam cell on any working day between 10.00 a.m. and 5.00 p.m., after January 20, 2020.

Following are the instructions to be followed for Degree Distribution Ceremony on Saturday, January 18, 2020 from 8:30 a.m. onwards:

- To help us begin the ceremony on time, please report at the Registration Desk (Main Entrance) at 8:30 a.m.
- Please submit the following documents at the time of registration:
  - Photocopy of college ID Card
  - Photocopies of Semester VII and Semester VIII (for engineering students) or photocopies of Semester V and VI grade card (for MCA students)
- Parents or friends of degree recipients, who wish to collect the degree on behalf of the students, must carry their ID cards and an authority letter (along with the documents mentioned above) and report at the Registration Desk (Main Entrance) at 8:30 a.m.

### **Dress code for Degree Recipients for convocation**

The dress code for degree recipients for convocation is as follows:

#### **Degree Recipients (Men)**

**Attire Type:** Kurta (White) Payjama (White)  
Kurta Style: Knee-length, Full-sleeved

#### **Degree Recipients (Women)**

**Attire type:** Kurta (White) Churidar/Leggings (White)  
Kurta Style: Knee-length, Full/3-quarter sleeved, preferably

**OR**

**Saree (Cream)**

**Footwear:** Formal shoes or sandals are preferred. Casual footwear of any kind is strongly discouraged.

Degree recipients are required to make their own arrangements for the Convocation dress. Degree recipients failing to adhere to the dress code specified here will not be permitted entry into the Convocation Hall to receive the degree in person.

Also note that those who report late or those who haven't registered will have to wait until the function gets over to collect their degrees from Examination Cell either on the same day till 2:00 pm or on any working day between 10 a.m. to 5 p.m.

**Colour coded stole:** Colour-coded Stoles will be provided by the Institute. Approx. Rs.200 will be charged for Convocation Stole.

For IIC <sup>Rita Das</sup>  
PRINCIPAL  
RMS/