

## DETAILED INSTRUCTIONS

### 1. Response Form & Accompanying Persons :

You are requested to confirm your participation and details of accompanying persons in the convocation ceremony by filling the online form available (<http://students.iitmandi.ac.in/conform/login.php> ) on the Convocation page of the Institute, no later than (*Sept.20th, 2017*).

The maximum number of *guests/parents/family* members who will be allowed to attend the convocation per graduand will be limited to **three**.

In case, you are not able to attend the 5th Convocation in person, and would like to received and get *degree in absentia*, please see the procedure available online at [http://www.iitmandi.ac.in/academics/transcripts\\_documents.html](http://www.iitmandi.ac.in/academics/transcripts_documents.html)

### 2. Name Spelling Check:

Please see the details at ([http://iitmandi.ac.in/academics/convocation/5th\\_convocation/List%20of%20students%20eligible%20for%20the%20award%20of%20Degree%20\(5th%20Convocation\).pdf](http://iitmandi.ac.in/academics/convocation/5th_convocation/List%20of%20students%20eligible%20for%20the%20award%20of%20Degree%20(5th%20Convocation).pdf) ) mentioning your name in Hindi and English and Roll. No., Programme, etc., which will be used while printing the Degree.

Kindly check the spelling of your name, etc. and if you find any discrepancy, send a mail to 'aracad@iitmandi.ac.in' with the corrected spelling/detail latest by Sept. 20th , 2017. Thereafter, no request for change will be entertained and the degree will be printed accordingly.'

### 3. Registration and Help Desk

A registration/help desk will remain functional on:

- **Oct. 06th, 2016** from **09:00 AM to 05.30 PM** at Robe Room (Convo. Venue), Kamand.
- **Oct. 07th, 2016** from **01:00 PM to 06.45 PM** at Robe Room (Convo. Venue), Kamand.

### 4. Accommodation:

Please note that you need to make arrangements by yourself for accommodation in Mandi for yourself and your guest(s). A list of hotels at Mandi are available at <http://students.iitmandi.ac.in/undergrad/mandihotelsinfo.php>

### 5. Dress Rehearsal:

Please make your travel plans such that you are in Mandi/Kamand prior to the **Dress Rehearsal** (at Convocation Venue, Kamand): **03:00 PM to 04:30 PM** on Oct. 06th, 2017.

### 6. Alumni Meet:

An Alumni Meet followed by Alumni Dinner is also planned on **Oct. 06th, 2016 at 05:00 PM to 06:30 PM** at Convocation Venue, Kamand to give you an opportunity to meet with your graduating colleagues and to celebrate the occasion together in an informal setting. Please do plan to attend this function also. A detail of Alumni Meet is available at Convocation webpage.

## **7. No Dues:**

Dean Academics office has cleared NO DUES of almost all of you. However, few students are contacted to clear some misc. dues from different sections. Those students with pending some dues are required to clear all dues. Unless a clearance to this effect is produced, it will not be possible to allow you to receive the degree in person. Kindly contact Mr. Suresh Rohilla, [aracad@iitmandi.ac.in](mailto:aracad@iitmandi.ac.in), 01905-267058, for any information.

## **8. Convocation Gown**

A convocation gown will be issued to you at registration desk at **Robe Room (Convo. Venue), Kamand on 06th Oct. 2017 during 03:00 to 04:30 PM ONLY**. A refundable security deposit will be required.

Convocation gown will be collected after Convocation Program at **Robe Room (Convo. Venue), Kamand on 07th Oct. 2016 during 06:00 to 06:45 PM ONLY**.

## **9. Transportation**

Bus services to attend dress rehearsal and Alumni Meet on 06th Oct. 2017 will be available from Mandi transit campus to Kamand campus at 02:00 PM and back at 09:30 PM, tentatively (In addition to regular bus-service.)

Bus service to attend Convocation Program on 07th Oct. 2017 will be available from Mandi transit campus to Kamand campus at 01:45 PM and back at 06:45 PM, tentatively (In addition to regular bus-service).

## **10. Dress Code:**

Preferably a formal dress of dark/black trouser with light/white full sleeve shirt and leather shoes. As similar to what most of you have followed for Graduation Dinner. For Female graduating students, as mentioned above or formal Indian dress.

### **Important Contacts:**

- 1. Dr. Arpan Gupta** ([agupta@iitmandi.ac.in](mailto:agupta@iitmandi.ac.in) , 9805132227) for **Dress Rehearsal/Alumni Meet**.
- 2. Dr. Syed Abbas** ([abbas@iitmandi.ac.in](mailto:abbas@iitmandi.ac.in), 8894559352) for **Registration/Help Desk /Convocation Gown**.
- 3. Mr. Suresh Rohiila**, ([aracad@iitmandi.ac.in](mailto:aracad@iitmandi.ac.in), 01905-267058) for **Response Form/Degree-in-absentia/No dues/ Name Spelling Check**.
- 4. Mr. Pavin Samuel** ([pavinaas@iitmandi.ac.in](mailto:pavinaas@iitmandi.ac.in), 01905-267016) for **Transportation**.
- 5. Dr. Vishal Singh** ([vscc@iitmandi.ac.in](mailto:vscc@iitmandi.ac.in), 08679321375, 01905- 267044 ) and **Dr. Bharat Singh** ([bsr@iitmandi.ac.in](mailto:bsr@iitmandi.ac.in), 08894580096, 01905-267046) for **any query** related to Convocation.