

## 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 up the online form available (<http://students.iitmandi.ac.in/conform/login.php>) on the Convocation page of the Institute, no later than (*October 16<sup>th</sup>, 2018*).

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

In case, you are not able to attend the 6<sup>th</sup> Convocation in person, and would like to receive *degree in absentia*, please see the procedure available online at [http://www.iitmandi.ac.in/academics/trans\\_docs.php](http://www.iitmandi.ac.in/academics/trans_docs.php)

### 2. Name Spelling Check:

Intimation to check your name in Hindi and English and Roll. No., Programme, etc., which will be used while printing the Degree will be send to you by Dean (Academics) office. Kindly check these details when asked for, and if you find any discrepancy, send email to 'kuldeep@iitmandi.ac.in' and 'aracad@iitmandi.ac.in' with the corrected spelling/detail.

### 3. Registration and Help Desk

A registration/help desk will remain functional on:

October 28<sup>th</sup>, 2018 from 09:00 AM to 05.30 PM at Robe Room (Convo. Venue), Kamand.

October 29<sup>th</sup>, 2018 from 01:00 PM to 06.45 PM at Robe Room (Convo. Venue), Kamand.

### 4. Accommodation:

Based on availability, accommodation in the Institute Campus may be made available on 'First Come First Serve' basis.

You can send your request to Mr. Rakesh Bhatt on '[rakeshoa@iitmandi.ac.in](mailto:rakeshoa@iitmandi.ac.in)'.

### 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 October 28<sup>th</sup>, 2018.

### 6. Alumni Meet:

An Alumni Meet followed by Alumni Dinner is also planned on October 28<sup>th</sup>, 2018 at 05:00 PM to 06:30 PM at A1 NKN, Kamand Campus 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. Details of Alumni Meet is available at Convocation webpage.

### 7. No Dues:

If not submitted earlier, please obtain and submit to the Academics Office a “No Dues Certificate” from all sections concerned. Unless a clearance to this effect is produced, it will not be possible to allow you to receive the degree in person.

### 8. Caution deposit:

A caution deposit of Rs. 3000/- need to be paid.

### 9. Convocation Gown

A convocation gown will be issued to you at registration desk at Robe Room (Convo. Venue), Kamand on October 28<sup>th</sup>, 2018 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 October 29<sup>th</sup>, 2018 during 06:00 to 06:45 PM ONLY.

### 10. Transportation

Bus services to attend dress rehearsal and Alumni Meet on October 28<sup>th</sup>, 2018 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 October 29<sup>th</sup>, 2018 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.

### 11. Dress Code:

Preferably a formal dress of black/very dark trouser with white/very light full sleeve shirt and leather shoes, as similar to what most of you had 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), 01905-267135, 08894900808) for Dress Rehearsal /Alumni Meet.
2. Dr. Syed Abbas ([abbas@iitmandi.ac.in](mailto:abbas@iitmandi.ac.in), 01905-267150, 08894559352) for Registration/ Help Desk /Convocation Gown.
3. Mr. Suresh Rohilla, ([aracad@iitmandi.ac.in](mailto:aracad@iitmandi.ac.in), 01905-267058, 09816074476) 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, 09736000510) for Transportation.
5. Dr. Vishal Singh Chauhan ([vsc@iitmandi.ac.in](mailto:vsc@iitmandi.ac.in), 01905-267044, 08679321375,) and Dr. Manoj Thakur ([manoj@iitmandi.ac.in](mailto:manoj@iitmandi.ac.in), 01905-267142, 09805132227,) for any query related to Convocation.