



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Powai, Mumbai – 400 076

Website: www.iitb.ac.in

No.Acad./46th Convo/08

22nd July, 2008

Dear Student,

The 46th Convocation of the Institute will be held on Friday, the 8th August, 2008 at 12.15 p.m. On behalf of the Institute I am happy to invite you for the Convocation.

Her Excellency Smt Pratibha Devisingh Patil, President of India, will be the Chief Guest and deliver the Convocation Address.

The Convocation will be held in Indian Traditional Attire. The recipients of Degree should wear Indian traditional garments (Gents : White Kurta - Pyjama and Ladies : White Sari or White Salwar – Kurta) and the “Uttaria” will be provided by the Institute. Students should wear shoes or leather chappals or leather sandals. Footwear such as hawai chappals or bathroom slippers are not allowed.

Students intending to receive their Degrees in person should write immediately 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 Convocation fee, need not to send the demand draft)**. Please note that the Demand Draft or Cash will not be accepted after 30th July, 2008 under any circumstances.

The Academic Office will issue “Uttaria” from Monday the 4th August, 2008 to Wednesday the 6th August, 2008 between 10.00 am & 4.00 pm. on production of Institute Identity Card. “Uttaria” will not be issued thereafter. **Those who do not take “Uttaria” will not be permitted to receive the Degree in person on 8th August, 2008.**

Due to enhanced security arrangements for the President of India, the following points have been made mandatory from the State Protocol Department and must be strictly adhered to:

1. You will not be allowed to enter the Convocation Hall without a photo identification. This is by order from the State Protocol Department
2. A temporary photo identification will be made for this purpose, which can be collected at the time of rehearsal at Convocation Hall on Thursday, the 7th August, 2008 at 10 am .
3. Degree recipients who do not attend rehearsal at 10.00 a.m. on 7th August 2008 will not be listed for award of degree 'in-person' and they will not be allowed to attend convocation on 8th August 2008. Their degrees will be posted after the convocation date.
4. **No camera will be allowed in the Convocation Hall.**
5. Due to enhanced security arrangements, there is limited seating inside the Convocation Hall. We have therefore made additional seating arrangements with live web-cast of the

Convocation proceedings in the following areas to accommodate parents, who wish to attend this function. You are advised to inform them that on arrival to the campus, they should head straight to their allotted locations, to avoid any confusion:

- (a) P.C. Saxena Auditorium
- (b) Institute Auditorium
- (c) F.C. Kohli Auditorium

Your attention is also drawn to the following important points.

1. Please ensure that you have cleared all dues pertaining to the Institute, Hostel and other units before you approach to collect "Uttaria"
2. While sending Demand Draft for Rs. 500/-, kindly indicate your Name & Roll No. on the reverse side of the Demand Draft.
3. "Uttaria" will NOT be issued after the prescribed date as above.
4. The "Uttaria" can be retained by the students as souvenir. In case of students opted to receive the degree in absentia, the "Uttaria" will be posted along with the degree certificates.
5. No private photographers will be allowed in the Hall. However, the Institute has made arrangement for taking photograph while awarding degree to each recipient and a copy will be provided to them free of cost. The schedule for distribution of Photographs will be provided with "Uttaria".
6. **The rehearsal is scheduled at 10.00 a.m. on 7th August, 2008 which is COMPULSORY for degree recipients who are attending convocation on 8th August 2008.**

Those who opt for receiving the Degree in absentia should also send 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 to them by registered post after the Convocation is over, subject to completion of all formalities; including clearances of dues etc.

With best wishes.

Yours sincerely,

Dy. Registrar (Academic)

To
All Graduating Students