INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Academic Office

No. Acad/Circular/Conv-Form/2019

Date: 12th March 2019

SUBMISSION OF CONVOCATION FORM FOR 57th CONVOCATION

The 57th Convocation of the Institute is scheduled to be held on Saturday, 10th August 2019. All students (UG/PG/Ph.D), likely to complete degree programmes by July, 2019 are required to submit/send their CONVOCATION FORM, duly completed to the Academic Office on or before 28th June, 2019.

The procedure for filling up of Convocation Form is as follows:

1. Login on external ASC site (https://portal.iitb.ac.in/asc), to find two new links viz. Convocation Fees and Convocation Form.

2. Pay the convocation fees (Rs. 500/- only) prior to filling the convocation form. The Convocation fees may be paid by Canara Bank Net Banking, SBI Internet Banking or any Visa/Master Credit/Debit Card, by clicking at Convocation Fees' link. Online payment is required to fill up online convocation form.

3. On successful payment of Convocation Fees (i.e. 'Successful Transaction' message in Online Payment Site), immediately proceed to fill the Convocation Form using the link 'Convocation Form' on ASC.

4. For 'Name in Hindi' option,
   a) Type name in English.
   b) On clicking 'space bar', the name will appear in Hindi. [If needed, the name in Hindi may be modified to make the spelling identical to academic records.]

5. Fill in the rest of the details and click 'Continue'.

6. The next page will be a printable version of the Convocation form with all details pre-populated which needs to be printed and signed. The scanned copy of the duly filled and signed Convocation Form is to be sent by email to concerned dealing assistant in Academic Office on respective email ID.

OR

The duly filled and signed Convocation Form (Hard Copy) is to be sent to Joint Registrar (Academic), 2nd Floor, Main Building, IIT Bombay.

It may please be noted that the name of students who fail to send / submit the print out of the duly completed Convocation Form through email / speed post, by the prescribed date, will not be included for award of degrees in 57th Convocation to be held in August, 2019.

To,
All Notice Boards – Departments, Main Building, Hostels, Student Notice
In-Charge, ASC