SUBMISSION OF CONVOCATION FORM FOR 60th CONVOCATION

The 60th Convocation of the Institute is scheduled to be held on Saturday, 20th August, 2022. All students (UG/PG/Ph.D), likely to complete degree programmes by July, 2022 are required to upload ‘Signed Convocation Form’, duly completed on or before 21st July 2022.

Please note that, convocation form will be made available to the students only after they freeze the course tags (except Ph.D. and IDDDP students)

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

1. Login on external ASC (https://portal.iitb.ac.in/asc)

2. Pay the convocation fees (Rs.500/- only) prior to filling the convocation form. Online payment is required to fill up online convocation form.

3. On successful payment of Convocation Fees, 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. OR Students can save the form as PDF using browser "Save as PDF" option.

7. The scanned copy of the duly filled and signed Convocation Form (OR pdf form) is to be uploaded online. After you fill the convocation form, you will get "Upload Signed Convocation Form" section where you can write the remarks/comments and upload the signed convocation form. Students can click "Report Problem" if there is any technical issue.

It is the responsibility of the student to clear all dues prior to the final convocation, failing which, the final degree certificate will NOT be issued. This time the “No Dues” process will be online, details will be shared soon.

Further, the soft-copy of the transcript and final degree certificates of all students, who will be conferred degrees in the 60th Convocation of IIT Bombay will be uploaded on the portal [cvl.nad.co.in]. Students can view/download the same, subject to the completion of no-dues-clearance, after 31st August 2022.
Students are instructed to visit the following link to know more about the National Academic Depository [NAD] and register themselves as student on NAD.
https://www.iitb.ac.in/newacadhome/RegistrationatNAD201805April.pdf

Students are further advised to register on NAD portal using ADHAAR number to enable this office to upload their degrees faster, without any delay.

It may please be noted that the names of students who upload the duly completed Convocation Form by **21.07.2022**, will included for award of degrees in 60th Convocation.

Dean of Academic Programmes

To,
1. Student Notice
2. The Head, ASC

ccto :
Academic Office staff