SUBMISSION OF CONVOCATION FORM FOR 58th CONVOCATION

The 58th Convocation of the Institute is tentatively to be held on Saturday, 8th August 2020. All students (UG/PG) likely to complete the degree programmes by July, 2020 are required to submit / send their CONVOCATION FORM, duly completed, to the Academic Office on or before 10th July 2020.

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. To know the email ID of the concerned dealing assistant refer to the link http://www.iitb.ac.in/newacadhome/offdetail.jsp

It may please be noted that the name of students who fail to send duly completed Convocation Form through email by the prescribed date, will not be included for award of degrees in 58th Convocation tentatively to be held in August, 2020.

Sd/-
Actg. Dy. Registrar (Academic)

To: 1. Student Notices
    2. The Head of All Academic Units
    3. The Head, ASC
    4. Academic Staff
    5. Dy. Registrar (F/A)