

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

**Academic Office**

No.Acad/Circular/Convo-Form/2016

Date: 15<sup>th</sup> March, 2016

**SUBMISSION OF CONVOCATION FORM FOR 54<sup>th</sup> CONVOCATION**

The 54<sup>th</sup> Convocation of the Institute is scheduled to be held on Saturday, 6<sup>th</sup> August, 2016. All passing out students (UG/PG/Ph.D) who are likely to complete their respective degree programmes by July, 2016 are requested to submit/send their CONVOCATION FORM, completed in all respect, at Academic Office **on or before 30<sup>th</sup> June, 2016.**

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

1. Login on external ASC site (<http://www1.iitb.ac.in/asc>), you will see two new links viz. **Convo Fees** and **Convo Form**.
2. Pay the convocation fees (**Rs. 500/- only**) prior to filling the convocation form. The Convocation fees can be paid by **Canara Bank Debit option, SBI Internet Banking or any Visa/Master Credit/Debit Card**, by clicking at '**Convo Fees**' link. (If you have already paid your convocation fees at the Cash counter then you can directly click the '**Convo Form**' link to submit the form).
3. On successful payment of Convocation Fees (i.e. After you get a '**Successful Transaction**' message in Online Payment site), immediately proceed to fill your Convocation Form using the link '**Convo Form**' on ASC.
4. For '**Name in Hindi**' option,
  - a) Type your name in English.
  - b) On clicking 'space bar', the name in Hindi will appear. You can modify the same to make it the way you spell your name in Hindi, as per your Academic records, if required.
5. Fill in the rest of the details and click '**Submit**'.
6. The next page will be a printable version of the Convocation form with all details pre-populated which you need to print and sign. 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 his/her respective email ID.

**OR**

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

It may please be noted that the students who fail to send / submit the print out of the duly completed Convocation Form by email / speed post, by the prescribed date, their names will not be considered for award of degrees in 54<sup>th</sup> Convocation to be held in August, 2016.

Sd/-

**Dean of Academic Programmes**

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