1st July 2023

Subject: The 54th Annual Convocation 2023

Dear Graduating Student,

Congratulations!

You will be happy to know that the 54th Annual Convocation of the Institute will be held on 12th August 2023, and the ceremony will be in physical mode.

Dr. Gagandeep Kang, Director of the Enterics, Diagnostics, Genomics, and Epidemiology team in Global Health at the Bill and Melinda Gates Foundation, will be the Chief Guest and deliver the Convocation Address.

The main ceremony will be in the Dogra Hall. Institute Medal/Award winners, Ph.D./MSR students and their guests will be in attendance in Dogra Hall. Rest of the students and guests will be seated in the Seminar Hall and various venues in the LHC. Proceedings in the Dogra Hall would be screened live at these venues. The final seating arrangements will be declared later depending on the number of graduates attending in person. At most, two guests are allowed to accompany a graduating student to the ceremony.

No degrees would be awarded on the dais during the main Convocation ceremony. Degrees would be handed out to you by a dignitary at the various venues in a ceremony following the main one.

Please note that you can attend the Convocation subject to:

i. Clearing all your outstanding dues. In case, you have not completed the "No Dues Process" earlier, you can apply for the same through ERP and get it completed latest by **5th August 2023 (12 noon).**

ii. Payment of the degree fee of Rs. 2000/- plus gown handling charges of Rs. 500 (Total Rs. 2500/-); and applying online for the Convocation with complete details latest by 5th August 2023 **(12 noon)** (See Annexure-1 for details).

iii. Having the **Admit Card and the Convocation Gown**, which can be obtained from the designated counters of the Academic Section from **3:00 pm on 9th August 2023 (Wednesday) to 12:00 noon on 11th August 2023 (Friday) during office hours**. You must also have a valid photo identity card.

iv. Reporting for rehearsal in the Dogra Hall on 11th August 2023 (Friday) at 3:00 pm.

Please note that the deadline of **5th August 2023** for completion of process of 'No Dues Certificate' will be strictly adhered to, and no request will be considered thereafter.
Please also note that you are responsible for safe keeping of the gown you would wear for the Convocation after it is issued to you. In case, it is lost, you will be charged Rs. 500/- for issue of another gown. The gowns must be returned after the Convocation on the same day.

Snacks in the morning and lunch in the afternoon will be served at the designated locations on 12th August 2023. No accommodation will be provided on campus. We expect you to cooperate fully with the Security satff, and all other administrative, officials on campus. Any violation of the safety norms may restrict in person attendance. We seek your cooperation if there are any last-minute change of plans due to any unforeseen exigencies.

Important Note:

Please note that collecting the Admit Card and Gown latest by 12.00 Noon on 11th August 2023 and attending the rehearsal are used as a record of your presence for the Convocation. ***Degrees of only those, whose presence is so recorded, will be awarded in person and the others would be required to collect their degrees in absentia, even if they have registered for the Convocation.***

Further, in view of the security arrangements, the list will be finalized on the closure of the registration portal. No request will be entertained to include the name for the Convocation thereafter. Mobile phones and any other electronic items (including camera) will not be allowed inside the Convocation venues. Please also note that children below 12 years of age are not allowed inside the Convocation venue.

The degree in absentia will be issued from Thursday*, **17th August 2023*** to you or to a person authorized by you (in writing). You can also opt to get your degree by post (speed post only). The fee payable for issue of the degree is Rs. 2000/-, which can be paid online through SBI Collect. Please refer to the Instructions for registration and payment of fees in **Annexure 1. Once again, please note that you should have cleared all your outstanding dues for this.**

Please visit the Convocation Website https://convocation.iitd.ac.in (to be updated) for more details / live webcast of the Convocation. Any further guidelines/ instructions will also be available on this website so it is advisable to keep visiting the convocation website on a regular basis.

We look forward to seeing you at the Convocation, and seek your cooperation in ensuring that the ceremony is a success and something you would remember for years to come.

Finally, once again, on behalf of IIT Delhi, and my own behalf, hearty congratulations to you on your graduation and best wishes for a bright and successful future!

Sincerely,

Narayanan D Kurur
Dean, Academics &
Chairperson,
Convocation Committee 2023

54th ANNUAL CONVOCATION 2023
August 12, 2023
Instructions on the Application Process for Award of Degree / Diploma

In order to apply for the award of your Degree/ Diploma (In person during Convocation on 12th August/Through Speed Post/In person from17th August 2023), *go to the SBI Collect portal, pay the convocation fees, and note down the transaction reference number*. Please see procedure given below:

A) Procedure for Payment of Convocation Fees using State Bank Collect

1. Go to the following URL of SBI Collect:

2. https://www.onlinesbi.sbi/sbicollect/icollecthome.htm

3. Select: **Educational Institutions**

4. Select the following in the drop-down menus:

   State of Corporate/Institution: **National Capital Territory of Delhi**

5. Select from drop-down menu:

   Educational Institute Name: **IITD REVENUE ACCOUNT (FEE COLLECTION)**
   Click <submit>

6. Select from drop-down menu:

   Payment Category: **CONVOCATION FEES 2023**

7. Complete the form that appears, make payment and note the transaction reference number correctly.

Sample Form is given below: