



AH-43 Bypass, Jhansi Road, Gwl (M.P.) 475001
<http://itmuniversity.ac.in>, Call Us: 1800-270-0031 (Toll-free)

Rules & Guidelines for Convocation 2016

- Ph.D. scholars and Medal holders are required to confirm their participation in Convocation by mail: Convocation2016@itmuniversity.ac.in (sms on 91-8435969500, please do not call) till or before Oct 05th 2016 upto 5:00 P.M.
- All the students graduate, postgraduate and Ph.D. from ITM University Gwalior (upto June 2016) who wish to receive the degree in the Convocation ceremony are required to produce their identification proof, final semester original marksheet (self-attested) and proof of fees submission (convocation fee and degree fees) at ITM University Gwalior on **Oct. 06, 2016** from **09:00 A.M.** to **5.00 P.M.** Incase student who has already taken degree should bring original degree.
- Candidates must appear in the prescribed academic dress code (black trouser, white shirt and black shoes / black business suit with tie for males and sober sarees / salwar suits / white / black / business suits for females).
- Candidates can take Convocation gown by paying Rs 1100/- at the counter at Convocation venue out of which Rs 950/- would be refundable on return of gown on the same day. If any student wish to purchase the gown & hood they can do so after paying Rs. 1100 /-.
- Final rehearsal is scheduled on **Oct. 07, 2016** at 2 P.M. onwards at Convocation venue. Candidates who are not present at the rehearsal will not be allowed in the Convocation proceedings under any circumstances.
- Candidates are requested to be seated at specified respective places on the venue and are not allowed to leave the venue during the ceremony.
- The use of mobile phone is strictly prohibited at the Convocation venue. Students will not allowed to take photograph during ceremony. Four photographers will be present on the venue to cover each and every minute and soft copy will be uploaded within seven days on the web site or on relevant platform.
- However after the closing the ceremony, 30 minutes will be provided for group photos etc. or individual.
- Belongings of Candidates can be allowed only & checking on the venue with prior permission.

Please note the date, time and venue to avoid any inconvenience.

For any query contact mail to: convocation2016@itmuniversity.ac.in