



## ITM University Gwalior

### 8<sup>th</sup> Convocation (February 10, 2024)

### Rules & Guidelines

- Ph.D. scholars and Medal holders are required to confirm their participation in Convocation by mail: [convocation2023@itmuniversity.ac.in](mailto:convocation2023@itmuniversity.ac.in) (sms on +91-9301364900, please do not call) till or before **January 31st 2024** up to 5:00 P.M.
- All the graduate, postgraduate and Ph.D. students of ITM University Gwalior (those qualified for the degree up to June 2023 in the academic year 2022-23) who wish to receive the degree in the Convocation ceremony are required to produce their identification proof, final semester original mark sheet (along with one self-attested copy) and proof of fee submission (convocation fee and degree fee) at ITM University Gwalior on Feb. 9<sup>th</sup> 2024 from 10:00A.M. to 4.00P.M. In case 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 saree / salwar suits/white/black/ business suits for females).
- Candidates can take Convocation gown by paying Rs.1050/- at the registration counter at Convocation venue out of which Rs. 900/- would be refunded on return of gown on the same day. If any student wishes to purchase the gown & hood they need not return it to registration desk and no amount will be refunded.
- A full dress rehearsal is scheduled on Feb. 9<sup>th</sup> 2024 from 2 P.M. onwards at Convocation venue i.e. NAAD Amphitheatre at Sithouli Campus. Candidates to ensure their presence in the full dress rehearsal.
- Candidates are requested to be seated at specified respective places strictly by 9:00 a.m. on the venue for the pre convocation academic conclave 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 be allowed to take photograph during the ceremony. Photographers will be deputed at the venue to cover each and every minute and softcopy will be uploaded within seven days on the website or on relevant platform.
- However after the closing ceremony, 30 minutes will be provided for group photos etc. or individual.
- Belongings of Candidates can be allowed on the venue after proper checking and with prior permission.

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

For any query Mail to: [convocation2023@itmuniversity.ac.in](mailto:convocation2023@itmuniversity.ac.in)