

Frequently Asked Questions about Convocation-2025

Q. When is the convocation?

Ans. The Twelfth Annual Convocation 2025 is finalized to be held on December 19, 2025(Friday) (No: 390/ACAD/2025, Date: October 15, 2025)

Q. When can I register for the convocation?

Ans. Information will be available in the website.

Q. Who can register for the convocation?

Ans. Students who have collected the final semester marksheet/provisional certificate (for Ph.D) can only register for the convocation.

Q. I have not yet collected my provisional PhD certificate; can I still register for convocation?

Ans. Those who will collect the provisional PhD certificate within the last date of registration for convocation, can register for the convocation.

Q. I have not registered for the convocation. How can I collect my degree?

Ans. The degree recipient may collect the degree from the next working day (after the convocation) onwards as per the procedure mentioned in the website.

Q. What happens on the registration day before the convocation day?

Ans. The degree recipients who had registered online should report in person or through their authorized representative at the registration desk inside the Institute and collect the convocation kit consisting of Uttoriyo, Invitation Card, Lunch coupon and convocation booklet. No request for collecting the convocation kit will be entertained on the convocation day.

Q. What should I carry for reporting at the convocation registration desk on the previous day of the convocation?

Ans. Degree recipients have to produce the hard copy of the Acknowledgment letter generated after payment and online registration for the convocation and his/ her Valid ID card for Registering at the registration desk on the day before the convocation.

Q. Will there be rehearsal for convocation?

Ans. No

Q. How will I know the convocation etiquette?

Ans. The degree recipients are to follow the suitable video link to be provided in the website for the convocation etiquette.

Q. Will there be oath taking ceremony at the Convocation?

Ans. Yes. After everyone receives their degree there will be oath taking ceremony. All the degree recipients are required to stand and repeat the pledge after the leader, with their right hand extended to the front but raised slightly towards up, and palms straight but facing down.

Q. When can I leave the convocation venue?

Ans. All the students are to remain seated in their respective place during the entire duration of the convocation. They may leave only after the Convocation Oath is administered and National anthem at the end of the convocation ceremony.

Q. Will all the degree recipients be allowed inside the convocation venue?

Ans. Only the students who have filled the online registration form and then subsequently registered and collected the convocation kit on the previous day of the convocation and produce the convocation kit will be allowed inside the convocation venue.

Q. How do I gain entry to the convocation venue?

Ans. For entry inside the venue the registered degree recipient has to carry all the items in the convocation kit given on the previous day.

Q. Till what time can I enter the convocation venue?

Ans. No one will be allowed inside the convocation venue, once the academic procession enters the convocation venue.

Q. What should I do if I fail to enter the convocation venue on time?

Ans. Please contact the Academic Section after the convocation.

Q. Can I touch the feet of the dignitaries on the dais while receiving my degree/ medal?

Ans. It is not advisable.

Q. What is the dress code for convocation?

Ans. The dress code for students will be Sky Blue Sarees for female degree recipients and Light Yellow Kurta with White Pyjama for male degree recipients.

Q. Will mobile phones be allowed inside the convocation venue?

Ans. Yes. However, mobile phones are to be kept in silent/ flight mode throughout the convocation ceremony.

Q. Will my parents/ family members be allowed to attend the convocation?

Ans. The degree recipients, who will register their names for attending the convocation, can be accompanied by parents/spouse (maximum 2 persons) for joining the convocation (to be indicated in the Google Form). The seating and refreshment arrangements for the guests shall be made based on the information provided in the Google Form during registration. To minimize the wastage of food, the degree recipients must provide the actual number of guest attending the convocation.

Q. What if the spelling of my name is not correct?

Ans. The English and Hindi names to appear in the certificate will be given in the Institute website prior to the convocation. Please intimate within the scheduled date for spelling correction(s). No request of correction after the convocation shall be entertained.

Q. I failed to correct my name spelling (if incorrect) within the date mentioned, what should I do?

Ans. There will be no change of spelling of name once the certificate is issued.

Q. I had registered for the convocation but I have failed to collect the degree. What should I do?

Ans. The degree recipient may collect it in person or through an authorized person (letter format available in the website) from next working day onwards.

Q. Will lunch be served?

Ans. Lunch will be served only to the registered degree recipient. Option for veg/non veg needs to be exercised during online filling of the form for registration.

Q. Will there be any arrangement of drinking water at the venue?

Ans. Water cans/ jars will be available at the venue. As the Institute follows zero waste policy, all convocation attendees are advised to carry non-disposable water bottles. These bottles can be refilled from the water cans/ jars to be arranged at the venue.

Q. Will Guest House be provided for the people attending the convocation?

Ans. Guest House accommodation will not be available for ongoing renovation work.

Q. What will happen if I fall ill at the Convocation Venue?

Ans. Medical Board will be present at the venue.