SUBMISSION OF CONVOCATION FORM FOR 55th CONVOCATION

The 55th Convocation of the Institute is scheduled to be held on Saturday, 12th August, 2017. All passing out students (UG/PG/Ph.D) who are likely to complete their respective degree programmes by July, 2017 are requested to submit/send their CONVOCATION FORM, duly completed to the Academic Office on or before 30th June, 2017.

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 Joint Registrar (Academic), 2nd 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 through email / speed post, by the prescribed date, their names will not be included for award of degrees in 55th Convocation to be held in August, 2017.

Sd/-
Dean of Academic Programmes

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