



Indira Gandhi Delhi Technical University for Women  
Kashmere Gate, Delhi-110006  
(Examination Division)

F.No.02(02)/2020/IGDTUW-EXAM/732

Dated: 07.10.2022

**NOTICE**

The University is holding its 'Fifth Convocation' on **Thursday, November 3<sup>rd</sup>, 2022 10.30 A.M onwards** at IGDTUW, Kashmere Gate, Delhi-110006 Campus. The ceremony will be presided over by Hon'ble Lt. Governor of Delhi as Chancellor of the University.

It is decided to invite the **graduating students** (for the academic session **2021-2022**) and **only Parents/Spouse(Total Maximum 2 persons excluding the graduating student)** to participate in the Convocation. However, since COVID-19 Restrictions are still in effect, the ceremony will be strictly conducted in adherence to the safety norms. We solicit the cooperation of all graduating students in this regard.

**Detailed Guidelines are:**

All the **graduating students** (for the academic session **2021-2022**) invited for attending convocation are advised to take note of the following important instructions for necessary information and compliance:

1. **Prior Intimation:** As per list notified on the University website, all the **Graduating Students** who wish their Degrees / Exemplary Performance Certificate and Plaque (in case of Exemplary Performance Students)/ Certificate of Merit and Gold Medal (in case of Gold Medalists) to be conferred "**in-person**" are required to register themselves and submit their consent through **Online Mode(No other mode of registration is accepted) latest by 24<sup>th</sup> October 2022 (05:00 p.m.)** positively, failing which the Degree/ Exemplary Performance Certificate and Plaque/ Certificate of Merit and Gold Medal would be conferred "**in-absentia**".

S.No	Type	Fees
1.	In-Person	NO Registration Fee
2.	"In-absentia ( <i>But sending Parents/Guardian with authority letter</i> )	Rs. 500/-
3.	Required degree by post	Rs. 1000/-
4.	To collect their degree from University after Convocation	NO Registration Fee

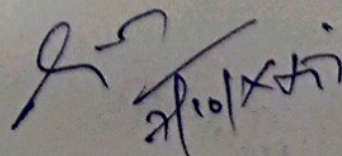
2. **Admit Card:** The Admit card will be issued online on receipt of consent from the student. For that, visit University Convocation Website [www.convocation.igdtuw.ac.in](http://www.convocation.igdtuw.ac.in) .**Students without proper 'Admit Card' will NOT be allowed to attend the Convocation.**
3. **Reporting for Convocation:** Convocation will be held in '**Convocation Pandal**' on **Thursday, November 3<sup>rd</sup>, 2022 at 10.30 A.M onwards** for which students must report at

the respective "Attendance Counter" established in the University on **Thursday, November 3<sup>rd</sup>, 2022 at 09.30 A.M.** and get their seat number in the 'Pandal' allotted.

4. **Convocation Gowns:** All the Graduating students will **compulsorily** wear Convocation gowns, which will be available on hire from the "**Gown Counters**" established in the University on **Thursday, November 3<sup>rd</sup>, 2022 at 08.30 A.M.** The gowns will be issued against deposit of **Rs.600** per gown as Security (refundable). The hire charges @ **Rs.100** per gown will be deducted when the gowns are deposited back after the Convocation at the Gown Counter. If the Gowns are not deposited by **04:00 p.m.** on **Thursday, November 3<sup>rd</sup>, 2022**, full security charges will be forfeited. **All the Degree recipients, Exemplary Performance students and Gold medalists must collect the Gown, failing which they would not be allowed to attend the Convocation.** The Graduating students will occupy their allotted seats strictly as per "Seats Allocation".

5. **General Instructions:**

- Graduating students may be accompanied by their parents/spouse (**total maximum 2 persons excluding the graduating student**). Details of the same are to be submitted while registering through Online mode latest by **24<sup>th</sup> October 2022 (05:00 p.m.)** to ensure necessary seating arrangements.
- Graduating students are requested not to bring any brief case, bag, camera, any electronic gadgets, matchbox and eatables inside the University. Graduating students are advised to make their own arrangements for safe custody of their belongings as the University will find it difficult to arrange the same.
- Due to security reasons, vehicles would not be allowed inside the University Campus.
- Ensure that all outstanding fee, fines, books, and equipments are settled. If you have any outstanding fees, fines, books, or equipments, you will not be allowed to attend the Convocation. Hence, make sure to clear all your Dues (if any) before **24<sup>th</sup> October 2022 (05:00 p.m.)**.
- It is strictly advised to follow the guidelines issued by Govt agencies and DDMA regarding corona virus disease (COVID-19).
- The main ceremony will be in the Convocation Pandal. Only University guests/Graduating Students will be accommodated in Convocation Pandal to keep attendance in the hall within allowed occupancy. The accompanying person of Graduating students will be seated at separate designated venues. The final seating arrangements will be declared later depending on the number of graduates attending in person, and in adherence to the Covid safety norms.



Handwritten signature and date: 21/10/22

- Suitable arrangements for refreshment (Lunch) for graduating students/ accompanying person of graduating student / Guests will be made.
- No accommodation will be provided to the graduating students.
- All Graduates who are attending in person are expected to cooperate fully with security officials, and all other administrative officials on campus. Any violation of the safety norms may restrict in person attendance.
- Please visit the convocation website <https://convocation.igdtuw.ac.in> or <https://igdtuw.in/IGDTUW/login> for registration. Any further/instructions will also be available on this website. It is advised to visit the **Convocation Website** on a regular basis. For any Convocation related query, you may contact **Dr. Sanjib Kumar Sahu (through WhatsApp only)** at 9990008469.

6. Process of Registration

Link: (<https://igdtuw.in/IGDTUW/login>)

Student will login on the Portal by using their userid/password and fill the request form this screen for attending the Convocation.

Convocation-----Registration-----Convocation Registration

For any technical issue regarding registration for convocation on the Online link, please write to [noreply.igdtuw@gmail.com](mailto:noreply.igdtuw@gmail.com)

This issues with the prior approval of Competent Authority.

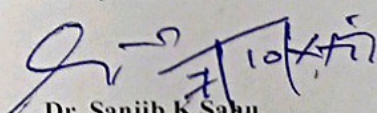
  
Prof. Arun Sharma  
Dean (Examination Affairs)

Dated:07.10.2022

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Copy forwarded for information and further necessary action please:

1. PS to VC, IGDTUW for kind information to the Hon'ble Vice-Chancellor
2. PA to Registrar, IGDTUW for kind information to the Registrar, IGDTUW
3. All Deans/All HoDs/All Branch In-Charges, IGDTUW.
4. Chief Warden, IGDTUW
5. D.F.O, IGDTUW
6. Librarian, IGDTUW
7. System Analyst with request to upload the same on circular and home page on the University Website:
8. Guard File

  
Dr. Sanjib K Sahu  
Dy. Controller of Examination