

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE  
MATUNGA, MUMBAI**

**Degree Examination Section**

---

Date: 16<sup>th</sup> April 2022

**Instructions to Degree Alumnus attending the Convocation on 19<sup>th</sup> April 2022**

1. Students who have registered for attending Degree Distribution Ceremony through Google form link on or before **05:00 a.m.** on **11<sup>th</sup> April 2022** and also have submitted No Dues Certificate on or before 11<sup>th</sup> April 2022 will be permitted entry for the function. The list of eligible students is displayed on institute website.
2. Registration time for students is **09.00 a.m. to 10.00 a.m.**  
Registration should be done at following venues.

<b>Degree</b>	<b>Class</b>	<b>Class Room</b>	<b>Floor</b>
<b>B.Tech</b>	Electrical	AL 101	First floor – Civil
	EXTC	AL 102	First floor – Electrical
	Electronics	AL 103	First floor – Electrical
	Civil	AT105	First floor– Civil
	Mechanical	AL 203	Second floor – Civil
	Production	AL 204	Second floor – Civil
	IT	AL 205	Second floor – Civil
	Computer	AL 206	Second floor – Civil
	Textile	BL 001	Ground floor – Textile
<b>M.Tech</b>	Civil and Comp	AL 001	Ground floor – Electrical
	Electrical, EXTC,	AL 303	Third floor – Electrical
	Electronics and Mechanical	AL 304	Third floor – Electrical
	Prod., Project Mngt., Textile and MCA	AL 305	Third floor – Electrical

3. After registration students should proceed to the quadrangle and report to the respective marshals at 10.15 a.m. as per instruction given at the time of registration.
4. Marshals will take the attendance in pandal at 10:20 a.m. and guide the students to occupy appropriate seats. **Degree certificates will be distributed on the Dais only to those students who have given their attendance in pandal to the marshals in time.**
5. Please note that **late comers will not be handed over the certificate during the ceremony.** However, they can attend the function.
6. **Medals and certificate will be handed over only to respective students only,** during the ceremony. Parents, friends or relatives will not be permitted to receive medals and or certificates on behalf of the students. Students should carry any one identity proof.
7. If students could not attend the ceremony on 19<sup>th</sup> April 2022, they / their parents can collect certificate and medals after 21<sup>st</sup> April, 2022. Parents should bring authority letter from students for collection of documents.


8. **Follow the Dress code.** The dress code prescribed for receiving the Degree at the ceremony is **plain white shirt with full sleeves, black trousers and shoes for boys and plain white Salwar Kameez with Dupatta for the girls.**
9. At the time of **reporting, Uttaria, oath draft and canteen refreshment coupon** will be given to registered students and refreshment coupons to the parents, if any. **Uttaria must be returned at refreshment Centre.**
10. Nobody is expected to leave or change the seats during the function and maintain pin drop silence thought the entire ceremony
11. **Use of Mobile Phones and Photography is not allowed during the function.**
12. Soft copy of photographs while accepting the Degree certificate & awards can be obtained from the Examination Section, one week after the function.
13. **All are requested to follow the instructions and keep the Decorum of the function.**
14. **After completion of the ceremony, the Uttaria should be returned back to the additional marshal while receiving snacks packets.**
15. Hon. Shri. Udayji Samant, Minister, Higher & Technical Education, State of Maharashtra and Chairman BOS; Hon. Shri. Aslamji Shaikh, Minister, Textile, Fisheries Department, Port Department & Guardian Minister of Mumbai City, State of Maharashtra: as well as Hon. Dr. Neelamtai Gorhe, Deputy Chairperson of Legislative Council of Maharashtra will be present for the Function.

**16. Schedule to the Ceremony: -**

<b>11.00 a.m. to 1.00 p.m.</b>	<ul style="list-style-type: none"> <li>❖ Arrival of Academic Procession</li> <li>❖ National Anthem</li> <li>❖ Invocation</li> <li>❖ Report Reading by Director</li> <li>❖ Address by BOS Chairperson</li> <li>❖ Convocation address by the Chief Guest</li> <li>❖ Conferment of Diploma</li> <li>❖ Presentation of Medals</li> <li>❖ Diploma Certificate Distribution</li> <li>❖ Degree (B.Tech.) Certificate Distribution</li> <li>❖ Degree (M.Tech.) Certificate Distribution</li> <li>❖ Degree (M.C.A.) Certificate Distribution</li> <li>❖ Refreshment</li> </ul>
--------------------------------	---

17. Written complaint regarding errors in Degree Certificate if any should be made in writing within one months from the date of Convocation in the examination section.



  
**Dr. Prasad Karande**  
 Controller of Examinations  
 (Degree)