

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI**

Degree Examination Section

Date: 1st March 2025

Instructions to Degree Alumnus attending the Convocation on 6th March 2025

1. Students who have registered for attending Degree Distribution Ceremony through Google form link on or before **11:00 a.m. on 27th February 2025** and also have submitted No Dues Certificate will be permitted entry for the function. The list of students permitted to attend the function is displayed on institute website.
2. Registration time for students is **8.15 a.m. to 08.45 a.m.**
After 8.45 a.m., all gates of the institute shall close.
Registration should be done at following venues.

Sr. No.	Hall	Location	UG Course
1	AL101	First Floor Electrical Dept	Mechanical Engineering
2	AL102	First Floor Electrical Dept	Production Engineering
3	AL103	First Floor Electrical Dept	Textile Technology
4	AL002	Ground Floor Electrical Dept	Electrical Engineering
5	AL003	Ground Floor Electrical Dept	Electronics Engineering
6	AL004	Ground Floor Computer Dept	Electronics and Telecommunication Engineering
7	AL204	Second Floor Civil Dept	Civil Engineering
8	AL205	Second Floor Civil Dept	Computer Engineering
9	AL206	Second Floor Civil Dept	Information Technology

Sr. No.	Hall	Location	PG Course
1	AL201	Second Floor Computer Dept	M.Tech (Environmental Engg, Construction Management)
			M.Tech (Structural Engg), M.Tech (Computer Engg)
			M.Tech (Software Engg)
2	AL202	Second Floor Computer Dept	M.Tech (Machine Design), M.Tech (Automobile Engg),
			M.Tech (CAD/CAM), M.Tech (Production Engg),
			M.Tech (Project Mgt.), M.Tech (Aerospace Technology),
			M.Tech (Communication Systems & Sensors)
3	AL301	Third Floor MCA Dept	M.Tech (Power Systems), M.Tech (Control Systems),
			M.Tech (EXTC), M.Tech (IOT), Ph.D. (all students)
4	AL302	Third Floor MCA Dept	MCA

3. After registration students should proceed in the hall and report to the respective marshals. Students should seat according to their registration number.
4. Marshals will take the attendance in classroom 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 to the marshals in time.**
5. Please note that **late comers (after 8.45 am.) 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** 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 (College ID, Aadhar Card).
7. If students could not attend the ceremony on 6th March 2025, their parents can collect Degree and Medal after 10th March, 2025. 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 and 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.
10. Nobody is expected to leave or change the seats during the function and maintain pin drop silence thought out the function.
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. The **Uttaria** must be returned back to the Marshal / Additional Marshal after collecting the certificates.
14. Parking facility is not available at the Institute. Parents are advised to travel by public transport.
15. **All are requested to follow the instructions and keep the Decorum of the function.**
16. **Schedule to the Ceremony: -**

9.30 a.m. to 12.30 p.m.	<ul style="list-style-type: none"> ❖ Arrival of Academic Procession ❖ National Anthem / Rajya-Geet ❖ Invocation ❖ Report Reading by Director ❖ Address by BOG Chairperson ❖ Convocation address by the Chief Guest and Guest of Honour ❖ Presentation of Medals ❖ Conferment of Diploma ❖ Oath by Diploma Students ❖ Diploma Certificate Distribution ❖ Degree (B.Tech.) Certificate Distribution ❖ Degree (M.Tech.) Certificate Distribution ❖ Degree (M.C.A.) Certificate Distribution & Ph.D. Certificates ❖ National Anthem
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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.




 Controller of Examinations
 (Degree)