

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI**

Diploma Examination Section

Date: 3rd March 2025

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

1. Those Students who have registered for attending Diploma Convocation Ceremony through Google Form Link on or before **18th February 2025** will be permitted entry for the Function. The list of permitted students to attend the function is displayed on Institute's Website.
2. **Follow the Dress code.** The dress code prescribed for receiving the Diploma at the Convocation is **plain white shirt with full sleeves, black trousers and shoes for boys and plain white Salwar Kameez with white Dupatta for girls.**
3. Registration time for students - **8.00 a.m. to 8.45 a.m. in DEP II** of the Institute.
All gates of the Institute shall close after 8.45 a.m.
4. After Registration, students should proceed in the hall and report to the respective marshals. Students should seat according to their registration number.
5. Registration Committee will take the attendance in the **DEP II** and guide the students to occupy appropriate seats. **Diploma Certificates will be distributed on the Dais only to those students who have given their attendance to the Registration Committee in time.**
6. Please note that **late comers will not be awarded the Diploma on the dais.** However they can attend the ceremony.
7. Medals and certificates will be handed over only to respective students. 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.
8. Nobody is expected to leave or change the seats during the Function and maintain pin drop silence throughout the Function.
9. At the time of reporting, **Uttaria** (of particular colour), oath draft will be given to registered students.
10. **Use of Mobile Phones and Photography is not allowed during the function.**
11. Soft copy of photographs while accepting the Diploma Certificates and Awards can be obtained from the Examination Section one week after the function.

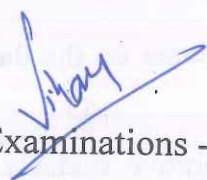
12. After completion of the function, the Uttaria should be returned back to the Marshals.

13. Parking facility is not available at the Institute.

14. All are requested to follow the instructions and keep the Decorum of the function.

Schedule of the Ceremony:-

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| 9.30 a.m. To 12.30 p.m. | <ul style="list-style-type: none">❖ Arrival of Academic Procession❖ Invocation❖ Report Reading by Director❖ Address by BOG Chairperson❖ Convocation Address by the Chief Guest❖ Presentation of Medals❖ Diploma Certificate Distribution❖ Degree (B.Tech.) Certification Distribution❖ Degree (M.Tech.) Certificate Distribution❖ Degree (MCA) Certificate Distribution❖ Refreshment |
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Controller of Examinations - Diploma