

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI
Degree Examination Section

Date: 11th March, 2026

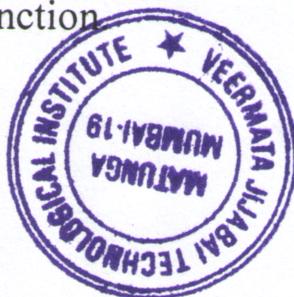
Instructions to Degree Alumnus attending the Convocation on 13th March 2026

1. Students who have registered for attending Degree Distribution Ceremony through Spreadsheet link on or before 5:00 p.m. on 6th March, 2026 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 **03:45 p. m. to 04:30 p. m.** After **04:30 p. m., all gates of the institute shall close.**
Registration should be done at following venues.

Sr. No.	Hall	Location	UG Course
1	CL201	Second Floor Mechanical Dept.	Mechanical Engineering
2	CL204	Second Floor Production Dept.	Production Engineering
3	CL202	Second Floor Mechanical Dept.	Textile Technology
4	CL203	Second Floor Mechanical Dept.	Electrical Engineering
5	CL206	Second Floor Production Dept.	Electronics Engineering
6	CL207	Second Floor Production Dept.	Electronics and Telecommunication Engineering
7	DL003	Ground Floor Annexe Building	Civil Engineering
8	DL001	Ground Floor Annexe Building	Computer Engineering
9	DL002	Ground Floor Annexe Building	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), M. Tech (NIMS)
2	AL202	Second Floor Computer Dept	M.Tech (Machine Design), M.Tech (Automobile Engg).
			M.Tech (CAD/CAM), M.Tech (Production Engg), M. Tech (Thermal)
			M.Tech (Project Mgt.), M.Tech (Aerospace Technology)
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 to the Quadrangle 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 04:30 pm.) will not be handed over the certificate during the ceremony However, they can attend the function.




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Matunga, Mumbai - 400 019

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, Andhar Card).

7. If students could not attend the ceremony on 13th March, 2026, their parents can collect Degree and Medal after 17th March, 2026, parents should bring authority letter from students for collection of documents.

3. **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 throughout 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: -

5.30 p.m. to 07.30 p.m.	National Anthem/Rajya-Geet Invocation Report Reading by Director Convocation address by the Chief Guest and Guest of Honour Presentation of Medals 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 month from the date of Convocation in the examination section.


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(Degree)

