



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

F.No. 04(70)/2019/IGDTUW-EXAM/ 345

Dated: 06.11.2019

NOTICE

The University is holding its 'Second Convocation' on Wednesday, November 27<sup>th</sup>, 2019 at IGDTUW, Kashmere Gate, Delhi-110006 Campus. The ceremony will be presided over by Hon'ble Lt. Governor of Delhi as Chancellor of University.

During the Convocation, the Certificates and Medals will be conferred upon all the students who have successfully completed the requirements of their programme in 2019 batch passed out.

The students list is available (Branch wise) on the University website. All the 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 15<sup>th</sup> November 2019 (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".

**Detailed Guidelines are:**


1. All the eligible students invited for attending convocation are advised to take note of the following important instructions for necessary information and compliance:
2. **Prior Intimation:** As per list notified on the University website, all the 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 their submit consent through **Online Mode(No other mode of registration is accepted)** latest by 15<sup>th</sup> November 2019 (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".
3. **Admit Card:** The Admit card will be issued online on receipt of consent from the student. For that visit University Website [www.igdtuw.ac.in](http://www.igdtuw.ac.in) .Students without proper 'Admit Card' will NOT be allowed to attend the Convocation.
4. **Reporting for Convocation:** Convocation will be held in 'Convocation Pandal' on 27<sup>th</sup> , November 2019 at 10.30 A.M. for which students must report at the respective "Attendance

Counter” established in the University on 27<sup>th</sup>, November, 2019 at 08.00 A.M. and get their seat number in the ‘Pandal’ allotted.

5. **Convocation Gowns:** All the students will **compulsorily** wear gowns, which will be available on hire from the “Gown Counters” established in the University on 26<sup>th</sup>, November, 2019 at 2.00 P.M. The gowns will be issued against deposit of Rs.500 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 03:00 p.m. on 27<sup>th</sup>, November, 2019, full security charges will be forfeited. For smooth conduction of Convocation, gown must be collected from “Gown Counters” on 26<sup>th</sup> November, 2019 at 2.00 p.m. **All the Scholars, Exemplary Performance students and Gold medalists must collect the Gown, failing which they would not be allowed to attend the Convocation.** The students will occupy their allotted seats strictly as per “Seats Allocation”.

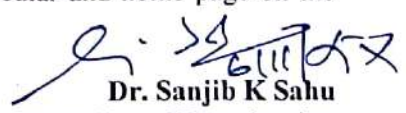
6. **General Instructions:**

- Parent/Spouse may accompany the student. Details of the same are to be submitted through Online mode latest by 15<sup>th</sup> November 2019 (05:00 p.m.) to ensure necessary seating arrangements.
- Students are requested not to bring any brief case, bag, Camera, mobile phone, any electronic gadgets, matchbox, water bottle and eatables inside the University. 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 reason in the University Campus, vehicles would not be allowed inside the University Campus.

  
Prof. S.R.N Reddy  
Dean (Examination Affairs)

**Copy forwarded for information and further necessary action:**

1. All Deans/All Dy. Deans/All HoDs/All Branch In-Charges, IGDTUW.
2. PS to VC, IGDTUW for kind information to the Hon'ble Vice-Chancellor
3. PA to Registrar, IGDTUW for kind information to the Registrar, IGDTUW
4. Chief warden with the request to arrange for display of notice on Hostels Notice boards
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