NOTIFICATION

Sub: Sixty-ninth (69th) Convocation

This is to notify to all concerned that the Sixty-ninth (69th) Convocation of the Institute will be held on Monday, the 18th December 2023. All students graduating in the session 2022-23 are eligible to be awarded the degrees at the Convocation either in person or in absentia.

For Award of Degree in Person:
1. All are required to reach IIT Kharagpur positively by 17th December, 2023 (FN).
2. Register on 17th December, 2023 (Sunday) between 9.30 A.M and 2.00 P.M as per the venue given below:

<table>
<thead>
<tr>
<th>Nalanda Classroom Complex</th>
<th>B.Tech (Hons), B.Arch (Hons), M.Sc.(5-Yr), M.Sc.(3-Yr), M.Sc.(2-Yr) &amp; Dual Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M.Tech, MCP, MBA, MMST, MHRM, LLM, LLB, EMBA</td>
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<tr>
<td></td>
<td>MS &amp; Ph.D</td>
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</tbody>
</table>

3. Collect the Convocation Scarf from the respective Registration Counter.
4. Attend a full-scale rehearsal of the Convocation on Sunday, the 17th December, 2023.
5. Follow the guidelines (to be circulated on 17th December, 2023) for the Convocation.
6. Registration for participation, attendance in the rehearsal and the dress code are mandatory, failing which no degree recipient will be permitted to attend the Convocation.
7. The Convocation might continue until 09.00 P.M. You are therefore advised to plan your return the following day.
8. For further details, please visit Institute website http://www.iitkgp.ac.in.

Registrar

Copy to:
1. Professor-in-Charge, 69th Convocation
2. Co-Professor-in-Charge, 69th Convocation
3. All Heads of the Departments/Centres /Schools
4. Deans, VGSoM / RGSoIPL
5. All Wardens, Halls of Residences
6. Chairman, ERP
7. All Students/Scholars concerned (through ERP/website).

Copy also forwarded for information to:
1. All Deans and Associate Deans
2. All Chairpersons & Professor-in-Charges
3. Chairman, Career Development Centre
4. President, Technology Student's Gymkhana
5. Librarian
6. Chief Engineer
7. Head, BCRTH
8. Senior Security Officer

are requested to notify in all possible manner the above matter among all passing out final year UG, PG and Research students.

9. All Joint Registrars
10. All Deputy Registrars
11. All Assistant Registrars
12. Conveners of Convocation Sub-Committees
13. Engineer, Technology Telecom Centre
14. Secretary to the Director
15. Secretary, Deputy Director's Office
16. Secretary, Registrar's Office.