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>M.Tech, MCP, MBA, MMST, MHRM, LLM, LLB, EMBA</td>
<td>MS, Ph.D &amp; CER</td>
</tr>
</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 (Details in Page - 2).
5. Follow the guidelines (to be circulated on 17th December, 2023) for the Convocation.
6. Registration for participation in the rehearsal and a proper dress 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. Owing to security protocol, you are requested to carry proper identification document such as Aadhar etc.
9. Please follow the security guidelines (Details in Page - 3).
10. For further details, please visit Institute website http://www.iitkgp.ac.in.

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 / RGSiPL
5. All Wardens, Halls of Residences
6. Chairman, ERP
7. All Students/Scholars concerned (through ERP/website).

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

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
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.
events for rehearsal

December 17, 2023 (Sunday)

<table>
<thead>
<tr>
<th>Time</th>
<th>Events</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30 – 14.00 Hrs</td>
<td>Registration (*)</td>
<td>Nalanda Classroom Complex</td>
</tr>
<tr>
<td>16:00 – 17.00 Hrs</td>
<td>Sitting Plan Rehearsal (*)</td>
<td>Netaji Auditorium/Bhatnagar Auditorium/ Raman Auditorium/S N Bose Auditorium (**)</td>
</tr>
<tr>
<td>17:00 – 18.00 Hrs</td>
<td>Convocation Rehearsal (*)</td>
<td>Netaji Auditorium</td>
</tr>
<tr>
<td>18:30 – 19.15 Hrs</td>
<td>Alumni Tea</td>
<td>Foyer of Netaji Auditorium</td>
</tr>
<tr>
<td>20:00 – 22.00 Hrs</td>
<td>Dinner</td>
<td>Technology Students' Gymkhana</td>
</tr>
</tbody>
</table>

(*) Participation in these events of 17\textsuperscript{th} December, 2023 are compulsory to receive degree in person on 18\textsuperscript{th} December, 2023.

(**) The movement plan as per the degree awarding schedule will be notified separately.
Security guidelines for participants who will be attending the convocation on 18/12/2023

1) Participants must carry valid photo identification (ID) for entry

2) All attendees will undergo a thorough bag inspection.

3) Large bags, backpacks, or items deemed suspicious will not be allowed.

4) Participants are strongly advised to arrive by half an hour before the scheduled time. Early arrival accommodates security procedures and minimizes last-minute congestion.

5) Prohibited items include sharp objects (scissors, knives), large umbrellas, edible items, and any potentially hazardous materials.

6) To minimize disruptions, use of mobile phones and other electronic devices is not allowed during the event.

7) Participants are requested to display courteous behaviour during the event, refraining from disruptive actions or protests.

8) Individuals only in the pre-approved guest list, along with the students, will be granted access to the Netaji Auditorium.

9) Participant students should approach security personnel for assistance and are requested to report any suspicious activity, if noticed.

10) Security personnel will advise the participants regarding the designated parking areas and transportation arrangements, if any.

11) Participants are requested to void sharing of sensitive information related to the convocation.

12) In case of any (Security) help: Please contact on following Nos:

   03222-282751
   03222-281001
   03222-281002
   03222-281003