



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

F.No.04(70) /2019/IGDTUW-EXAM/44

Dated: 11.12.2020

**NOTICE**

The University is holding its ‘**Third Convocation**’ on Monday, **December 28<sup>th</sup>, 2020 11:30 A.M** at **IGDTUW**, Kashmere Gate, Delhi-110006 in **Online/blended mode**. The ceremony will be presided over by Hon'ble Lt. Governor of Delhi as Chancellor of University.

All the students who are awarded with Exemplary Performance Certificate and Plaque (in case of Exemplary Performance Students)/ Certificate of Merit and Gold Medal (in case of Gold Medalists), M. Tech Degree awarded and all the students who are awarded Ph. D Degree in the year 2020 are cordially invited to physically attend the Convocation.

All other students who graduated in academic Year 2019-20 shall attend the Convocation in Online Mode Only. Please visit University Website [www.igdtuw.ac.in](http://www.igdtuw.ac.in) for further details.

**Detailed Guidelines are:-**

1. All the above mentioned 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 Exemplary Performance Certificate and Plaque (in case of Exemplary Performance Students)/ Certificate of Merit and Gold Medal (in case of Gold Medalists)/M. Tech Degree/Ph. D degree 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 17<sup>th</sup> December, 2020 (05:00 p.m.)** positively, failing which the Exemplary Performance Certificate and Plaque/ Certificate of Merit and Gold Medal/ M. Tech Degree awardees/Ph. D degree awardees would be conferred “in-absentia”.

S.No	Type	Fees
1.	In-Person ( <b>Only for Exemplary Performance students/Medallion/Ph. D Awardees/ M. Tech Degree Awardees</b> )	NO Registration Fees
2.	“In-absentia”(Only for Exemplary Performance students / Medallion/Ph. D Awardees/ M. Tech Degree Awardees) <i>But sending parents/guardian with authority letter</i>	Rs. 500/-
3.	For Attending convocation Online but required degree By post	Rs. 1000/-
4.	For Attending convocation Online , but collect their degrees from University after Convocation	NO Registration Fees

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 **IGDTUW Auditorium** on **28<sup>th</sup> December, 2020 at 11:30 A.M** for which only medallion students, M. Tech and Ph. D awarded student must report at the respective “Attendance Counter” which will be established in the University on **28<sup>th</sup> December, 2020 at 8.30 A.M.** and get their seat number in the 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 **28<sup>th</sup> December, 2020 at 8.30 A.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 **3 P.M** on **28<sup>th</sup> December, 2020**, full security charges will be forfeited. For smooth conduction of Convocation, gown must be collected from “Gown Counters” on **28<sup>th</sup> December, 2020 at 10.00 A.M.** **All the M. Tech Degree awarded students, Ph.D awarded students, 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> December, 2020 (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.
  - **Ensure that all outstanding fees, fines, books, and equipments are settled. If you have any outstanding fees, fines, books, or equipments, you will not be qualifying for the award of the degree. Hence, make sure to clear all your No Dues (if any) before 20<sup>th</sup> December, 2020.**
  - Due to security reason in the University Campus, vehicles would not be allowed inside the University Campus.
  - All Faculty members/officers /officials, students/ parents/ guests are requested to follow the guidelines issued by MHRD, DDMA regarding corona virus disease (COVID-19).

- Any technical issue regarding registration for convocation on the Online link (<https://igdtuw.in/IGDTUW/login>) , please write to [noreply.igdtuw@gmail.com](mailto:noreply.igdtuw@gmail.com) or Whatsapp Mobile no to **Mr. Varun (9811199204)**

This issue with the prior approval of Competent Authority.

-s/d-

**Prof. Arun Sharma**  
**Dean (Examination Affairs)**

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

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. A.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**