



5th Annual Convocation 2025

The dress code Instruction for the Convocation ceremony is as follows

Graduands (Male):

For male students, the dress code is **Business Formals (Formal Shirt and Pant)**. No other attire shall be permitted. Students turning up in **T-Shirts / Jeans / Casuals / Casual Slippers** shall not be allowed inside the auditorium.

Graduands (Female):

For female students, the dress code is **Business Formals or Indian wear (Salwar / Chudidhar / Saree)**. No other attire shall be permitted. Students turning up in **T- Shirts / Jeans / Casuals / Casual Slippers** shall not be allowed inside the convocation hall.

Graduands or guests accompanying them shall maintain silence in the Convocation Hall as it is a solemn ceremony. **Hooting, Jeering, whistling** and making any other noise is **strictly prohibited**. **Mobile phones** should be kept in airplane or **silent mode**. We encourage only clapping to cheer the graduands.



5th Annual Convocation 2025

Frequently Asked Questions (FAQs)

Q.1 What are the important points to remember while attending the Convocation Ceremony.

Following are the key points to follow:

- Graduands attending the convocation in person must bring VTOP registered copy to register for the convocation ceremony and to collect the documents.
- The registration counters will open at 07:30 Hrs and graduands will be able to register themselves till 09:00Hrs only. If a graduand fails to register himself/herself by 09:00 Hrs, his/her position/sequence/seating would be entirely different from respective program and he/she will miss the group photograph with his/her class. We request you to adhere strictly with the timeline to enjoy the convocation ceremony with your friends. Please note that your presence in the university campus must be before 08:00 Hrs.
- The graduands can collect the robes on the advance payment basics of Rs.600 for deposit and after return the gown you can collect the Rs.500. If you want to keep your remembrance the gown the vendor will not give deposited amount.
Note: Students have to make payment in cash only, as they do not have GPay or other digital payment options.
- Contact your respective school HoDs and PCs for your queries and clarifications.

Q.2 What happens if I miss the pledge administration due to a valid reason, such as flight / bus delay etc?

If a graduand miss the pledge administration, he/she will not receive his/her degree on stage. We strongly advise all graduands to arrive on time (before 08:00Hrs) in order to fully enjoy their convocation day.

Q.3 How can a graduand obtain his/her degree certificate if he/she is unable to attend the convocation ceremony?

The graduands who are unable to attend the convocation ceremony need to follow the following

Steps:

The parent/guardian of graduands may collect the documents on behalf of the graduands. The graduands should send a request email to the respective Program Chair while attaching the **softcopy of authorization letter, official id proof (Aadhaar Card/PAN Card/Driving License) of parent/guardian**. On the day of convocation, the parent/guardian should have graduands registered VTOP registered copy and authorization letter signed by graduand and parent/guardian, guardian's id proof (all three in original) and printout of approval email by the Program Chair. The signature of parent/guardian will be cross checked while handing over the documents. **Please note that friends/students will not be allowed to collect the degree/certificates on behalf of the graduands.**

If a graduand wishes to receive his/her degree via postal mail, he/she should send his/her college ID through post and send an intimation email to student.services@vitap.ac.in in with full address with pincode for receiving the degree, and the scanned copy of their government issued id. This option will be available only after Convocation Day.

Q.4 Will the university provide accommodation for graduands and parents?

Yes, accommodation will be provided to graduands on a payment basis. Parents can book rooms in the Guest House; however, the number of rooms is very limited. You may contact the Guest House Manager at gh.manager@vitap.ac.in

Q.5 Is it possible to obtain the degree certificate on a different day after the convocation?

Yes, you can obtain the degree certificate after the convocation date. However, when coming to collect the degree.

Q.6 Are parents allowed to attend the convocation, and if so, how many persons can accompany one graduands?

Yes, both the parents are allowed to attend the convocation with the graduands.

Q.7 What is the timing of the convocation?

Graduands should report to the registration desk on university campus between 07:30Hrs and 9:00Hrs. They need to gather for the academic procession at 09:20 Hrs. The schedule will be strictly adhered to. The registration desk will close at 09:15Hrs, and all graduands are required to attend the entire convocation program. The program will conclude at around 19:00 Hrs.

Q.8 What is the dress code for convocation?

You can wear formal attire; T-shirts, jeans, and sleeveless dresses are not allowed.

Q.9 Can parents collect the degree on behalf of the graduands on the convocation stage?

No, only graduands can receive their degrees on the convocation stage.

Q.10 In the absence of the rank holder, can parents receive the medal by the dignitaries?

No, only graduands can receive medals on the convocation stage.

Q.11 What is the procedure to collect documents if the ID card is lost?

The graduands need to come with his/her government id-proof (Aadhaar/PAN/Driving License) and fee-receipt along with the written approval by the respective Program Chair.

Q.12 Can students get lunch on the convocation day?

Yes. The lunch will be provided to all the graduands and both parents by the university.

Note: The detailed schedule of the convocation will be intimated shortly.