



Vellore Institute of Technology - 39th Annual Convocation

Comprehensive Guide

Dear Graduands,

Congratulations on your graduation!

We cordially invite you to the **39th Annual Convocation** of VIT.

Convocation Schedule

VIT 39th Annual Convocation 2024			
Sessions	Graduands	Date	Registration Time
Honour's Convocation	Rank Holders (1 to 10) & Ph.D Scholars	02.08.2024	07:00 AM to 08:15 AM
Session -II	SAS	02.08.2024	11.00 AM to 12.00 PM
	SBST		
	SCE		
	SCHEME		
	SELECT		
	SSL		
	VITBS		
	VSIGN		
Session - III	SMEC	03.08.2024	07:30 AM to 08:30 AM
	SENSE		09:30 AM to 10:30 AM
Session - IV	SCOPE		
Session - V	SCORE	03.08.2024	12:30 PM to 01.30 PM
	HOT		
	VAIAL		

Note: You are requested to refer this guide for any queries related to convocation.

VTop Registration

A. Eligibility

The list of eligible candidates will be published by the Controller of Examinations subject to the fulfilment of credit requirements. All eligible students will be permitted to attend the convocation. Eligibility may be checked in the **Grade History** tab of VTOP.

B. Rank List

Top 10 rank holders for each programme will be made available on VTOP spotlight/Registration/VIT home page.

C. Willingness

All students will be required to **register** themselves on VTOP to notify the institute of their willingness to attend the convocation. Registration link will be open till **05:00 PM, 25th July 2024**. **Registration is Mandatory. The VTop link will be enabled soon.**

Arrival and Registration on Campus

Students must report directly to the registration counter as per the session timings. **Registration & Attendance marking** are mandatory for entering the convocation hall.

- A. **Honor's Convocation:** Top 10 Rank holders of all UG & PG Programmes and PhD students would be required to attend the Honor's Convocation. The details are as follows:

Reporting Time: 07:00 AM

Reporting Venue: Near SJT Ground

All the top 10 rank holders of all UG & PG Programmes and Ph.D. Scholars are requested to report near SJT Ground for **on-site registration**, mark attendance; collect the robe tokens, refreshments, and line up for the convocation procession (Near SJT).

First Rank holders (Gold medalists) must assemble in SJT Portico for a group photograph with VIT Core Group members after the convocation.

B. Other Graduands

Other Graduands are requested to refer to their corresponding slot in the convocation schedule and report accordingly for **on-site registration**.

Reporting venue: **Near SJT Ground**



Robes and Food Token Procurement

A. Graduation Robes and Robe Tokens

Robes will be provided to students on a rental basis. Students will collect their robe tokens at their reporting venue by paying a deposit amount. **Robe tokens will be issued after registration and attendance marking.** Robes will be collected and returned at separate robe counters.

Upon returning the robe and robe token, a rental fee will be deducted from the deposit and the remaining will be refunded as the robes are provided by external vendors. Students are requested to keep their robes safely and ensure that it does not get damaged. **Robes are mandatory for entry into the auditorium**

Robe Charges

External agency's charges for Convocation robe (Cash Only)

Deposit: Rs. 600/-

Deduction: Rs.100/-

Refund: Rs. 500/- (will be refunded upon return of the robe)

B. Food Tokens

Food tokens will be issued at the reporting venue. **Food tokens will be assigned after registration and attendance marking.** Lunch, Tea and Snacks will be available for those slots that take place at the appropriate timing near SJT Ground. That is, afternoon slots will be provided with lunch. Morning and Evening slots will be provided with Tea and Snacks.



Commutation

Transport buses/Van shuttle service to campus will be available for every half an hour from Chittoor Bus stand. Students can board these vehicles and reach campus accordingly. Those reaching directly in their own vehicle may park at the designated car parking space or outside the campus depending upon availability.

Trip Timings from Chittoor bus stop to campus:

On 02nd August 2024 – One trip every 30 minutes from 06:00 AM to 01:00 PM.

On 03rd August 2024 – One trip every 30 minutes from 06:30 AM to 01:00 PM.

Return trips will be organized from campus to Chittoor bus stop after the Convocation (Session wise).

Dress Code

Male Students:

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.

Female Students:

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

Note: Cloak Rooms will be available on campus

Parents and Guests

Graduating students are allowed to bring a **maximum of two guests** along with them (parents/siblings/family members etc.) inside the event auditorium. No more than 2 people will be allowed to accompany the student inside the event hall. **Note: Children below 5 years of age will not be allowed inside the event hall**

Photography and Videography is strictly prohibited. All mobile phones and cellular devices must be maintained in **switched off** mode for the entire duration of the event.

Student Documents and Records

All other student documents can be collected from the student records section available on campus. Fee defaulters will not be issued documents unless their deficits are cleared and checked off.



The distribution of certificates in a single window envelope (which contains the semester grade sheets, consolidated mark statement, provisional degree certificate and transfer certificate) will be done through special counters at **VIT Student Records Section, G-14, Ground Floor, Dr. M.G.R. Block on 02nd and 03rd August 2024, 09:00 am to 05:00 pm**. The Finance Office will collect the fee outstanding, if any.

Photo and Live Streaming

A. Photography

Individual graduand photo will be taken by official photographers and same will be available for download on the same day after the convocation.

B. Live Streaming of Convocation

Other guests and members may seat themselves at **Homi Bhabha Gallery (SJT 4th Floor)** where the convocation will be live streamed on a big screen.

C. YouTube Live Stream

The convocation will be live streamed on VIT's official YouTube page for public viewership.

D. Photo and Selfie Booths

Photo and Selfie booths will be setup at multiple locations on the campus for students to take pictures and take-home memories.

Surrender of VIT ID Cards

The **VIT ID Cards will have to be submitted to the management** for graduands to be able to avail their degree certificates.

1. For those students attending the convocation

Students visiting the campus for the convocation can surrender their ID Cards at that time. **Students who report to the convocation without their ID Card will not be issued their degree certificate.**

2. For those students who are unable to attend the convocation

Students unable to attend the convocation can ship their ID cards to campus (official address given in a mail already sent to students) or send their ID card via the person they have nominated.

Degree Certificates for those unable to attend convocation

1. For those with an active Indian address

The degree certificates of those graduands who are unable to attend the convocation will be sent by post, a week after the convocation to the address registered in the convocation link. The docket details will be communicated by e-mail/SMS after dispatch. For more information contact ara@vit.ac.in.

2. For those wanting to nominate another individual to procure the degree (without active Indian Address)

The degree certificates of those graduands who possess an international address/no active Indian address and wishing to nominate another student to collect their degree certificate are to follow the following steps:

1. Send an email to ara@vit.ac.in with the reason and details of the student who would be collecting the degree on your behalf.
2. Mark a copy of the mail to the student you are nominating. **CC the mail to both their personal and VIT email ID.**
3. Make sure your ID card is sent to VIT via that person or before.

3. For those wanting to shipment of their degree certificate to international address (without active Indian Address)

The degree certificates of those graduands who possess an international address and wanted to ship the same to the international address can follow the following steps:

1. Send an email to ara@vit.ac.in with proper proof for the international address.
2. Students' record section will connect to you with the shipment charges for the designated country shared by you.
3. Upon confirmation about the payment to VIT account, the documents will be shipped to the address by the VIT partnered courier service.

For Further Information:

Students are requested to use this manual as a reference for all convocation related doubts/queries. For any doubts outside the semantic ambit of this document, students may reach out to the helpdesk.convocation@vit.ac.in