

Convocation/Graduation Ceremony Frequently Asked Questions (FAQ)

Applicable to all campuses: Visakhapatnam | Hyderabad | Bengaluru

General Information

Q1. What is Convocation/ Graduation Ceremony at GITAM (Deemed to be University)?

Convocation/Graduation Ceremony is the formal ceremony at which GITAM awards degrees and certificates to students who have successfully completed their academic programmes. It is a momentous occasion that marks the culmination of academic journey.

Q2. When and where is the Convocation/Graduation Ceremony held?

The Convocation/Graduation Ceremony is typically held once a year, usually between July and September. The ceremony is conducted on a rotational basis across the Visakhapatnam, Hyderabad and Bengaluru campuses. The official date, venue and other details will be announced through the GITAM website and official communication channels.

Q3. Who is eligible to attend Convocation/Graduation Ceremony?

Students of UG, PG and PhD programmes who have successfully completed all the requirements of their respective degree programmes, fulfilled all academic and financial obligations and have been declared eligible by the University are entitled to attend the Convocation/Graduation Ceremony.

Registration & Fees

Q4. How do I register for Convocation/Graduation Ceremony?

Convocation/Graduation Ceremony registration is completely online through the Student Portal. The Convocation tab will be visible only to eligible students after they log in using their Student Portal credentials. Eligible students must fill the required details, pay the prescribed Convocation/ Graduation Ceremony fee online and submit the registration form within the stipulated registration period.

Q5. Is there a registration fee?

Yes, a nominal Convocation/Graduation Ceremony registration fee is applicable. The fee details will be available on the Convocation registration portal. Students are required to pay the prescribed fee online at the time of registration. Registration will be considered complete only after successful payment and submission of the application.

Q6. What is the last date to register?

The Convocation/Graduation Ceremony registration deadline will be announced along with the Convocation schedule on the official GITAM website and through other official communication

channels. Students are advised to complete their registration well before the due date, as late registrations will not be accepted under any circumstances.

Q7. Can I attend Convocation/Graduation Ceremony if I have pending dues?

No. Students with any pending dues, including tuition fees, hostel fees, library dues or any other financial obligations to the University, will not be permitted to attend the Convocation/Graduation Ceremony. Students are advised to clear all outstanding dues before applying for Convocation/Graduation Ceremony registration.

Dress Code

Q8. Is wearing the academic gown mandatory?

No, wearing academic gown is not required. All graduating students are required to wear formal attire during the Convocation/Graduation Ceremony. Students are advised to maintain appropriate decorum and dress professionally for the occasion.

Degree Certificate & Documents

Q9. Will I receive my original degree certificate at Convocation/Graduation Ceremony?

Yes. All registered Ph.D. scholars and students receiving Gold Medals will be awarded their original degree certificates on the dais by the Chief Guest during the Convocation/Graduation Ceremony. All other registered students will receive their original degree certificates on the dais from the respective Deans and Directors after the completion of the Convocation/Graduation Ceremony procession.

Q10. What if I cannot attend Convocation/Graduation Ceremony in person?

Students who are unable to attend the Convocation/Graduation Ceremony in person may opt for the In-Absentia mode during the Convocation registration process. By selecting the In-Absentia option in the Convocation/Graduation Ceremony application and paying the prescribed fee, eligible students may receive their Original Degree certificate by post at the address provided during registration within 15 working days after the Convocation/Graduation ceremony.

Students are advised to ensure that their postal address and contact details are accurate and up to date to avoid any delay in the delivery of the certificate.

Q11. I completed my degree a few years ago. Can I still attend Convocation/Graduation Ceremony?

No. The Convocation/Graduation Ceremony is intended only for students of the current passing-out batch who have been declared eligible for the award of their degrees. Alumni who completed their degree in previous years are not eligible to participate in the current Convocation/Graduation Ceremony.

However, students who are eligible for the award of their degree but have not yet applied for their Original Degree Certificate may do so at any time through the Student Portal under the Certificates section by paying the prescribed University fee.

Venue & Logistics

Q12. How do I download my Convocation/Graduation Ceremony Admit Card?

Once your Convocation/Graduation Ceremony registration is successfully submitted and approved, your Convocation/Graduation Ceremony Admit Card will be made available in the Student Portal. Log in to your Student Portal, navigate to the Convocation tab, and click on Download Admit Card. You are advised to download and print the admit card and carry it along with a valid photo ID on the day of the Convocation/Graduation Ceremony.

Note: The admit card will be available for download only after it is released by the University.

Q13. Can family members attend the Convocation/Graduation Ceremony?

Yes. Family members are welcome to attend the Convocation/Graduation Ceremony. The number of family members permitted per graduating student is maximum two.

Due to seating limitations in the main Convocation hall, family members may be accommodated in designated areas such as classrooms or other viewing locations arranged by the University. Students are advised to refer to the Convocation notification for detailed access guidelines.

Q14. Is there parking available at the venue?

Limited parking facilities are available at all GITAM campuses. However, due to the large number of attendees, you are encouraged to arrive early or use public transport where possible. Designated parking will be provided on first come first serve basis.

Q15. What time should I report for the ceremony?

Graduates are required to report at least 2 hours before the scheduled commencement of the ceremony for seating, and rehearsal. The exact reporting time will be communicated in the official Convocation/Graduation Ceremony notification.

Q16. Will photographs/videos be allowed?

Photography by guests may be restricted during certain parts of the ceremony to maintain decorum. However, GITAM arranges professional photographers and a video recording of the event. Individual photographs with the degree certificate are typically facilitated after the ceremony.

Campus-Specific Information

Q17. Are Convocation/Graduation Ceremony's held separately for each campus?

Yes. GITAM conducts the Convocation/Graduation Ceremony on a rotational basis among its three campuses—Visakhapatnam, Hyderabad, and Bengaluru. The remaining two campuses conduct Graduation Day ceremonies for their graduating students. Detailed information regarding the date, venue, and other arrangements will be communicated through the official notification. Students are required to attend the ceremony designated for the campus from which they pursued and completed their programmes.

Q18. Convocation/Graduation Ceremony is conducted on a rotational basis. Can students from all campuses attend the Convocation/Graduation Ceremony?

No, the respective students of that campus are to attend at their respective venue

Contact & Support

Q19. Whom should I contact for Convocation/Graduation Ceremony-related queries

For any queries regarding the Convocation, kindly **raise a ticket through the Helpdesk**.

For emergency assistance, you may contact the following:

S. No.	Campus	Contact Person	Mobile No.
1	Visakhapatnam	Mr. M. N. Gangadhar	8977767504
2	Hyderabad	Mr. D. Anil Vijay Krishna	9491252143
3	Bengaluru	Dr. A. Nagaraju	9686149739