



VIT-AP UNIVERSITY

**3rd Annual Convocation
23rd September 2023**

Comprehensive Guide

Dear Graduands,

Congratulations on your graduation!

We cordially invite you to the **3rd Annual Convocation** of VIT-AP University.

Convocation Schedule

Session	Session Timing	Slots	Venue
Inaugural Session	10:30AM - 01:00 PM	Ph.D Degree, Rank Holders and Guides	Sri Tanguturi Prakasam Hall Academic Block-2
Session: I	02:00PM - 03.00PM	SCOPE-CSE core	Sri Tanguturi Prakasam Hall Academic Block-2
Session: II	03:30PM - 04:30PM	SCOPE-CSE BCI, BCD, BCN	Sri Tanguturi Prakasam Hall Academic Block-2
Session: III	05:00PM to 06:00PM	SCOPE – MIS; SENSE- BEC, BES, BEV; SMEC, VSB,	Sri Tanguturi Prakasam Hall Academic Block-2
Session: IV	06:30 PM – 07:30 PM	SCOPE – MIS; SENSE – MVD; VSB – BAA, BBA-BA; SAS – MSC,MSD, MSP	Sri Tanguturi Prakasam Hall Academic Block-2

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



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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 V-TOP.

B. Rank List

Top rank holders from each programme will be made available on VIT-AP website by 14th September 2023.

C. Willingness

All students will be required to register themselves on registration link at <https://forms.gle/sLUabZfEBRdkjwo4A> to notify the institute of their willingness to attend the convocation. Registration link will be open till 05:00 PM, 18th September 2023. **Registration is Mandatory.**

D. The University can provide limited accommodation and upon prior booking in the registration link at <https://forms.gle/EbhaCXQA1eAH7dZ77>. The confirmation and tariff for the same will be communicated to the requests received. Please fill the form on or before 05:00 PM, 18th September 2023. Last minute requests cannot be honoured.

Hostel Charges per day:

Accommodation: Rs. 250/-

Veg: Rs. 170/- (Including Breakfast / Lunch / Dinner)

For further details, contact (between 09:00 am and 05:00 pm, Tue-Sat):

Men's hostel:

Phone: **08632370501 / 08632370505 / 08632370503 / 08632370509**

Email id: mh@vitap.ac.in

Ladies' hostel:

Phone: **08632370600 / 7901056255**

Email id: lh@vitap.ac.in



Arrival and Registration on Campus

Students must report directly to the registration counter venue strictly as per the session timings. Registration & Attendance marking are mandatory for entering the convocation hall. Tokens for Robing, Lunch and Degree Certificate collection will happen only at the registration desk.

Programmes	Session No.*	Registration Time	Registration venue	Lunch Time	Robing Time	Robing & Certificate	Student in-Time to AB2	Parent in-Time to AB2	Parent Assembly in AB-2/ Venue	Session Time	Out-Time from Hall	Group photo in AB-2 Amphitheatre
Ph.D Degree and Rank Holders	Inaugural Session	07:30 AM - 09:00 AM	CB G - 09	01:15 PM - 02:00 PM	09:00 AM - 09:30AM	CB-G20	9:45 AM	09:30 AM - 09:45AM	Sri Tanguturi Prakasam Auditorium	10:00 AM - 01:00 PM	1:00 PM	01:00 PM - 01:15 PM
BCE	I	09:00 AM - 10:00 AM	CB G - 09	12:30 AM - 01:00 PM	01:00 PM - 01:30 PM	CB-G20	1:40 PM	01:30 PM - 01:40 PM	AB-2 310,311,312	02:00 PM - 03:00PM	3:00 PM	03.00 PM - 3.15PM
BCD, BCN, BCI	II	09:00 AM - 10:00 AM	CB G - 09	01:00 PM - 01:45 PM	02:00 PM - 02:30 PM	CB-G20	3:10 PM	03:00 PM - 03:10 PM	AB-2 310,311,312,313	03:30 PM - 04:30 PM	4:30 PM	04:30 PM - 04:45PM
MIS, BEC, BES, BEV, BME	III	10:00 AM - 10:30 AM	CB G - 09	01:00 PM - 02:00 PM	04:00 PM - 04:30 PM	CB-G20	4:40 PM	04:30 PM - 04:40 PM	AB-2 310,311,312,313	05:00 PM - 06:00 PM	6:00 PM	06:00 PM - 06:15 PM
BAA, BBA-BA, MSC, MSD, MSP and MVD	IV	10:00 AM - 10:30 AM	CB G - 09	01:00 PM - 02:00 PM	05:30 PM - 06:00 PM	CB-G20	6:10 PM	06:00 PM - 06:10 PM	AB-2 310,311,312,313	06:30 PM - 07:30 PM	7:30 PM	07:30 PM - 07:45 PM

* Session timing and plan is tentative and subject to total registered Graduands

E. Honor's Convocation: Top Rank holders from B.Tech, BBA, MTech, M.Sc, Ph.D and Integrated M.Tech students would be required to attend the Honor's Convocation.

The details are as follows:

Reporting Time: **07:30 AM - 09:00 AM**

Reporting Venue: **G09, Mahatma Gandhi Block (Central Block)**

All the top rank holders from UG, PG programmes are requested to report at main entrance, Mahatma Gandhi Block (CB) for on-site registration, mark attendance; collect the robe tokens, refreshments token, and line up for the convocation procession in front of SAC Building.

First Rank holders (Gold medal lists) will have group photograph with VIT Core Group members after the convocation.



F. Other Graduands

Other Graduands are requested to refer to their corresponding slot in the convocation schedule and report accordingly for on-site registration. Procedures will be same as above.

Robes and Food Token Procurement

A. Graduation Robes and Robe Tokens

Robes will be provided to students on 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

Deposit: Rs. 600/-

Deduction: Rs.100/-

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

Venue for Robes: Mahatma Gandhi Block (Central Block) Room.: G-20.

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. **Food Coupons will be given to graduand and 2 accompanying persons.**



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How to Reach

Buses to campus will be available on an hourly basis from Vijayawada and Guntur Bus stand. Students can board these vehicles and reach campus accordingly. Those reaching directly may park their vehicles at the designated car parking space or outside the campus depending upon availability. Shuttle services will also run every hour from AP Secretariat to campus.

Bus facility will be available between the Campus and Vijayawada and Guntur bus stop.

Trip Timings from Vijayawada and Guntur bus stop to campus:

On 23rd September 2023 - One trip every 30 minutes from 06:00 AM to 07:30 AM and thereafter hourly trips till 11:00 AM.

Return trips will be organized from campus to Vijayawada and Guntur 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



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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 with passes. 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 the 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.

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 Newton Hall, Einstein Hall, AB1 and gallery rooms in Central Block, where the convocation will be live streamed on a big screen YouTube Live Stream.

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

C. **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.



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Surrender of VIT-AP ID Cards

The VIT-AP 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. On lost of ID cards bring your Aadhar card.

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 in VTOP. The docket details will be communicated by e-mail/SMS after dispatch. For more information, contact asstdir.srs@vitap.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.



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

For Further Information:

Students are requested to use this manual as a reference for all convocation related doubts/queries.

Contact:

Phone: will be active from 18th September 2023.

Helpdesk Phone Number: (+91)7901091283 / (+91)8632370130 from 9 AM to before 5 PM

Mail:

helpdesk.convocation2023@vitap.ac.in