**Convocation Registration Flow:**

1. **Online Registration form is available for 2014, 2015 & 2016 passed out Batches only.**
2. **Fill all the details and click on "Submit" button.**
3. **List of Degree recipients is available on webpage.**
4. **An applicant has to fill correct data so that degree certificate can be awarded correctly and click on "Submit" button. Your registration has been completed.**
5. **For Convocation Invitation and Detailed Convocation Programme.**
6. **Last Date of Convocation Registration - March 20th, 2017 17:00Hrs**
7. **You are requested to visit the institute website regularly for updates.**

**Convocation Guidelines:**

1. **Last Date of Online Convocation Registration- March 20, 2017 17:00Hrs.**
2. **There would be Compulsory Rehearsal on April02, 2017 09:00Hrs at GTC Campus.**
3. **Report at GTC, (Room No. 017, Seminar Hall) :**
	* **By 08:30AM, but not later than 09:30AM on April, 02nd, 2017.**
	* **The participants arriving later than 09:30AM will not be able to take part in degree award ceremony.**
4. **Gold & Silver Medals will be awarded to First & Second Toppers of each passed out batch of the courses.**
5. **Please bring your ID-Proof (Any) to prove the identity and One Photograph.**
6. **The seat no. and the sequence in which the degrees would be conferred will be conveyed at the time of rehearsal.**
7. **Candidates would be well dressed and in formal wears.**
8. **A Robe will be provided on Rs. 100.00 rent basis to the degree/diploma holders. (A security amount of Rs 600.00 will be deposited and Rs. 500.00 will be returned after submission of robe).**
9. **One guest is allowed to accompany the degree recipient.**
10. **Come prepared with your suggestions etc; issues you want to discuss in the Alumni Meet on April, 02, 2017.**
11. **Free Boarding & Lodging would be provided in the campus on request.**
12. **Buses will be available from various routes as per normal routes on April, 02, 2017.**
13. **Please mail to convocation.gtc2017@gmail.com or Call at 08684000939 regarding any Convocation Registration related query/problem.**