



INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT

(An Autonomous Body under Ministry of Tourism, Govt. of India)

GOVINDPURI, GWALIOR – 474011

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**Revised instructions for Registration of passed out students of
PGDM 2013-15 & 2014-16 of IITTM**

CONVOCATION – 2nd MAY, 2018

REGISTRATION

The convocation is scheduled on 2nd May, 2018 (Wednesday) at IITTM, Govindpuri Gwalior – 474011 (M.P.).

1. The third Convocation of the Indian Institute of Tourism and Travel Management for conferring Post Graduate Diploma in Management to the successful candidates of 2013-15 and 2014-16 batches of all centers of IITTM will be held **at IITTM, Gwalior on 2nd May, 2018 (Wednesday)**. Passed out students of these batches are co-ordially invited to attend the convocation to receive the Diplomas.
2. The candidates of PGDM are required to report at the **'Registration Desk'** located in the Administrative Building, IITTM, Gwalior at 14:00 hrs. on 1st May, 2018 i.e. one day in advance before convocation. He/she will bring white plain Kurta & Pyjama for wearing in the convocation ceremony.
3. **There will be a full dress rehearsal for PGDM recipients one day in advance i.e. 1st May, 2018 i.e. before convocation function at 15:00 hrs in the Convocation Hall. In case a diploma recipient does not attend rehearsal he/she will not be allowed to take the diploma at the Convocation function on 2nd May, 2018.**
4. In case any recipient is unable to attend the Convocation, his/her PGDM Certificate will be sent after the convocation by speed post on receipt of a written request from the candidate giving full postal address and depositing the required documents & payment of outstanding dues (if any).
5. No TA/DA will be paid for attending the Convocation.
6. **Please take your seat at convocation hall by 10.00 A.M. on 2nd May, 2018 (Wednesday) positively.**

Director & Secretary Convocation – 2018

Note: The program is subject to change in unforeseen circumstances.

INFORMATION REGARDING THE ACCOMPANYING PERSON

- It has been decided that alumni participating in convocation will be allowed to be accompanied by parents/guardians.
- However, the participating alumnus must register for the event clearly indicating the number of persons accompanying him/her. There is a registration charge of Rs. 750/- (Rupees Seven Hundred Fifty) each for accompanying person. This includes the participation and event lunch.
- There will be a separate seating arrangement for the accompanying person.
- It may be noted that no lodging facilities will be provided by the institute for the accompanying person outside the auditorium.
