Letter to Graduand –

4th Convocation – 2012

Dear Graduand,

We are glad to inform you that the Fourth Convocation of the PGP Batch of MITCOM will be held on Saturday, the 8th December, 2012 at 1.00 pm at Saint Dyaneshwara Hall of MIT.

On behalf of the Management, Faculty, Staff and Students, we have great pleasure in cordially inviting you to attend the Convocation.

We are pleased to invite your parents/guardians to this happy occasion and witness your graduation.

Important information and dates for registration to receive DEGREE IN PERSON or DEGREE IN ABSENTIA are attached along with this invitation.

Prof. Dr. Sayalee Gankar
Director
MIT College of Management, Pune
Convocation

Convocation Schedule:

Fourth Convocation of the MIT College of Management will be held on **Saturday, the 8th December, 2011 at 1.30 p.m. at Saint Dnyaneshwara Hall, MIT Campus, Pune.**

The convocation Programme will be followed by the Alumni Meet.

| Convocation Schedule | Saturday, December 8th, 2012 from 2 pm to 6 pm  
| Reporting Time : 1.30 to 2.00 pm |
| --- | --- |
| Venue | Saint Dyaneshwara Hall, MIT Campus, Kothrud, Pune. |
| Break | 6 pm – 6.30 pm |
| Alumni Meet for both batches | Saturday, December 8th, 2012 from 6.30 pm to 8 pm |
| Venue | MIT Lawns |
Important Information

- The registration for receiving the Degree in person or Degree in Absentia (with address details) is must.
- For registration fill the form attached along with and mail it to convocation.mitcom@gmail.com
- The Institute will arrange to supply the gown for the occasion at the reception counter at Saint Dyaneshwara Hall on convocation day. You have to return the gown as soon as the Convocation is over.
- Please note that for operational convenience, the gowns will only be issued from 1.00 pm to 3.00 pm on Saturday, 8th December 2012 only to the graduand in person. Gowns will not be issued to proxy.
- The graduands are requested to wear proper footwear (Leather Black Shoes) befitting the occasion.
- Nobody will be provided accommodation on campus. Kindly note that students will have to make their own arrangements off-campus.
- Graduands are required to occupy the allotted seats at Saint Dnyaneshwara Hall as per their registration Numbers allotted by the institute one hour before the commencement of Convocation i.e. before 2.30 p.m. on 08-12-2012.
- In case you are unable to be present at the Convocation, please register under Degree in Absentia accordingly, taking the degree IN ABSENTIA by giving the exact address with pin and zip code. The degree certificate and brochure will be sent to your address, after the Convocation.
- Please note that Children below 12 years are not allowed into the hall during the Convocation.
- The Convocation function will be followed by the Alumni Meet – 2012. And will be followed by Dinner.
- In case of any query please contact Students Section, Ms. Riya Madam at convocation.mitcom@gmail.com
**CONTACT US:**

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<td>Ms. Riya - Students Section</td>
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MIT College of Management  (MITCOM)

Registration Form – Convocation

To,

The Director
MIT College of Management
Pune.

Sir/Madam,

I hereby apply for a degree of the MIT College of Management at the ensuing convocation to be held in December 2012.

A] Personal Details :

1. Applicant’s Full Name in English (As it appeared in Result Sheet)

2. Mothers Name :

3. Name in Devnagri Script: Hindi/Marathi

4. Sex :

   0. Male / 1. Female

4. Address for Correspondence (In CAPITALS)

___________________________________________________________________________

Pin Code : ___________
Mail ID: ________________________________

Phone Number: ________________________________

B] Academic and Other Details:

1. Convocation Status (In Absentia / In Person): ________________________________

2. Name of the Course: ________________________________

3. Specialization:
   a) Sector: ________________________________
   b) General: ________________________________

4. Month and Year of Examination: ________________________________

5. Seat Number: ________________________________

6. Permanent Registration Number: ________________________________

7. Class or Grade Obtained: ________________________________

C] Declaration by Candidate:

I have carefully read and noted the instruction to the candidates before filling in this form. I declare that the information given above is true and correct to the best of my knowledge and belief. I undertake that I shall be responsible for any omission/errors and wrong/incomplete entries made by me in this form.

Place: ________________________________ Date: ________________________________ Signature of Candidate: ________________________________

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