INSTRUCTIONS TO CANDIDATES

1. The Seventh Convocation of GITAM University for Candidates who have studied at its Visakhapatnam campus will be held on Saturday, the 20th August, 2016 at Visakhapatnam.

2. Candidates from Visakhapatnam campus qualified for the award of Degrees/Diplomas during 2015-16 only are eligible to apply.

3. Candidates need not submit any Application for the Convocation. The challan generated for the payment of the Convocation fee itself shall be treated as the application. However, candidates have to fill in their contact details while generating the challan.

4. Convocation Fee is to be remitted through GITAM University challan at any Branch of the Union Bank of India or Indian Bank (available at http://eweb.gitam.edu/doereceipts).

5. Fee: In-Person: Rs.800/- (eight hundred only); In-Absentia: Rs.1200/- (twelve hundreds only).
   Late Fee Rs.300/- till 30-7-2016.

6. Last date for the payment of fee is 25-7-2016. Also accepted up to 30-7-2016 with late fee.

7. Candidates applying for Post Graduate degrees/ M.Phil./Ph.D. degrees / Diplomas have to upload a scanned copy of their lower qualifying degree at the time of challan generation. If not available, Affidavit as given in Annexure-I is to be uploaded.

8. In addition, a Passport size photo in JPEG format (20 KB or less) is to be uploaded by Candidates applying for Ph.D/M.Phil Degrees.

9. Candidates eligible for the award of Medals and First Ranks shall be intimated individually.

10. Admit Cards to the Convocation can be downloaded from www.gitam.edu from 12th August 2016 onwards.

Note: Convocation for candidates qualified from Hyderabad and Bengaluru Campuses will be held at a later date and a separate Notification will be issued.