



Institute of Management & Technology

(Approved by A.I.C.T.E., Govt. of India & Affiliated to M.D.U, Rohtak)
Rated as "Category A" (Upper Band) Business School-AIMA



Date: 10th January, 2012

Dear Sir/Madam

Greetings from IMT Faridabad

We take immense pleasure in informing you regarding the Convocation to be held on 09th February, 2012 at NCUI Convention Centre, 3, Khel Gaon Marg, New Delhi, 110016, Smt. **Meira Kumar, Hon'ble Speaker Lok Sabha will be the Chief Guest** and deliver the Convocation Address.

In this regard, you are invited to participate in the convocation in person and receive your degree from the esteemed Chief Guest. For registration you are advised to contact **Dr. Hari Om Sharma** through **email - dr.hariom23@gmail.com** or **phone no 9810514811**. More details about the convocation is available at our website: www.imtfaridabad.com

The celebration will be followed by lunch.

The last date for the confirmation of your participation is **31st January, 2012**. The registered participants should report before **8.30 a.m.** on **09th February, 2012** at the registration desk of the venue. Please note that participation without prior registration/intimation is discouraged.

REGISTRATION DETAILS: The Charges for hiring the gown are Rs.300 & Security deposit of Rs. 200 which is refunded after the gown is returned.

Mode of Payment (Select any one)

a.) Fund transfer: details are as follows:

Account Name: Principal, IMT
Account No.: 008301038605
Bank: ICICI Bank Ltd.
IFSC Code: ICIC0000083

b.) Demand Draft: details are as follows:

- DD should be drawn in favour of: Principal, IMT, payable at Faridabad.
- Please send the Demand Draft (**through speed post/registered post only**) at address mentioned below, as earliest possible.

Institute of Management & Technology, Faridabad
Sec 87, Tigaon Road , Near Sai Dham, Faridabad , Haryana-121002

c.) Cash

- Payable at Institute of Management & Technology administration office by 31st January, 2012.

FOR KIND ATTENTION OF GRADUANDS

- The counter for Supply of Gowns will be closed at 10.00 a.m.
- It is mandatory to wear formal dress code (Shirt Tie and trouser for Men, Sarees or Suits for Ladies). It is also mandatory to wear gowns and cap for receiving the degrees.
- Kindly stand-up when the academic procession enters the venue and remain standing till the members are seated.
- Each participant is expected to maintain perfect discipline during the proceedings of the convocation. In case you are not able to attend the convocation please inform us so that your degree is conferred in absentia and you can collect the same from the Institute office.
- When the Convocation is over, please remain standing till the academic procession leaves the auditorium.
- Participants should not leave the hall in between the programme.
- Please ensure that you have obtained and submitted to this office a “No Dues Certificate” from all Sections concerned. Unless a clearance to this effect is produced, it will not be possible to allow you to receive the degree in person.

8.30 a.m. – 10 a.m.	Supply of Gowns (on Producing the Registration Slip)
10.00 a.m. -11.00 a.m.	Rehearsal of Students
11.00 a.m. -11.30 a.m.	Students and guests to take the seat in Auditorium
11.30 a.m. Onwards	Convocation Programme Commences