

**Instructions to Candidates for attending the
Graduation Ceremony-2018
(BIT Deoghar/ BIT Patna/BIT Allahabad)**

- For candidates who are attending the Graduation Ceremony, the Application Form, duly filled-in along with enclosures as specified in the application form, must be sent to the Director, BIT Deoghar so as to reach by 3rd April 2018.
[CLICK HERE FOR REGISTRATION FORM](#)
- For candidates who are not attending the Graduation Ceremony, the Application Form for Degree in Absentia, duly filled-in along with enclosures as specified in the application form, must be sent to the Director, BIT Deoghar so as to reach by 3rd April 2018.
[CLICK HERE FOR IN-ABSENTIA FORM](#)
- The Recipient of Ph.D. degree in the Graduation Ceremony (in person/absentia) are required to make payment for Registration Fee of Rs. 2000/- by DD in favour of Birla Institute of Technology, Payable at Deoghar
- For any queries or assistance the Degree Recipients may contact Director, BIT Deoghar at degreebitdeoghar@bitmesra.ac.in
- The Gowns, Hoods/Mortar Boards will be issued between 10:00 AM to 5:00 PM on Saturday, 07th April, 2018 in LG-02 of Institute Academic Building. A refundable security amount of Rs. 1000/- (Rupees One Thousand only) will have to be deposited at the specified counter before these items are issued.
- Students are requested to follow the timings strictly. Gowns, Hoods/ Mortar Boards will not be issued after the specified timing under any circumstances. You are advised to make your travel plan accordingly.
- Degree recipients along with their parents are allowed to attend the ceremony. Prior intimation has to be given through email for attending the ceremony.
- No accommodation will be provided to any candidate/guest. All the participants will have to arrange their stay at their own.
- Candidates intending to receive the Degree Certificate at Graduation Ceremony are required to wear the Gown, Hood/Mortar Boards for the occasion and must record their attendance and occupy their seat by 3:15 PM on 08th April 2018 at the Ceremony venue.
- After Ceremony, the Candidates are required to return the Gown, Hoods/Mortar Boards in good condition and collect refund of Rs. 1000/-
- Entrance to Graduation Ceremony Venue (BIT Deoghar Campus) for candidates will close at 3:15 PM sharply.