

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

(An Institute of National Importance under Govt. of India with the status of University by an Act of Parliament)

CONVOCATION FORM

(23 May 2014 - 30th Batch)

TO BE FILLED-IN BY THE APPLICANT

1.	Name of the Candidate as entered in the SCTIMST (University) records with initials (IN BLOCK LETTERS)		
2.	Father's Name		
3.	Name of the degree	Month & Year of passing	Register Number
4.	Date of Joining the Institute and the name of the affiliated center (if required)		
5.	Address for Communication (with Pincode)	Mobile No.:	
		E-mail:	
		Fax:	
		Land Phone:	

CONVOCATION DATE / VENUE: **Friday, 23rd May 2014 at 12.00 noon.** at the Achutha Menon Centre Auditorium, SCTIMST. **Reporting time: 09.30 a.m.**

.(Strike off which ever is not applicable below)

1. I would like to attend the convocation and receive the degree in person.

2. As I am **not attending** the convocation, the degree may be sent by post for which a DD for Rs.250/- is enclosed herewith being the in absentia fee & postal expenses.

1) Number of accompanying person attending the convocation function (Nil / One / Two): _____

2) Number of accompanying persons for lunch (Nil / One / Two): _____

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Payment details: DD No. _____ **Amount:** _____ **Dated** _____ **Bank:** _____

Paid for: 1) Lunch for one / two accompanying person @ Rs.300/- per person: Rs. _____

2) Cost of 3 photographs & postage (Rs. 60 x 3 + postage etc Rs.50/-): Rs.230/-.(Graduation copy- Rs.60/- single wearing the academic costume - Rs. 60/- one group photo & Rs.60/- award of Degree).

3) Rental fee for Robe (Academic Costume): Rs.300/-. 4) Program recorded in DVD : Rs.100/-

4))For those who do not attend the convocation and want to receive the degree by post may send DD for Rs.250/- only being the In absentia fee and postage.

Signature of the candidate: _____ . (Instruction to Candidates: Contd. in page 2)

(2)

Instruction to candidates attending the Convocation (23rd May 2014)

The convocation function

will be held on Friday, 23rd May 2014 at 12.00 noon.

at the Achutha Menon Centre Auditorium, SCTIMST

1. Graduates are **requested to report to the “Registration Counter” at AMC auditorium at 09.30 a.m. on that day** for Registration, Collection of Convocation Robes and for other Instructions.
2. Number of guests accompanying may be a maximum of 2.
3. Rental fee for robe (Academic Costume) is Rs.300/- (Candidates who are attending the convocation function must wear the Academic Costume available on rental basis for that function alone and should be returned immediately after the function is over).
4. Lunch is Rs.300/- per accompanying person (maximum 2 nos.) and free for graduates.
5. Candidates may make own arrangements for Travel and Accommodation.
6. Cost of 3 Photographs = Rs.180/- (a copy of award of degree =Rs.60/-, another single photo with degree and wearing the academic costume = Rs.60/-, one group photo = Rs 60/-) and postage Rs.50/- should also be sent by DD by the graduate along with the duly filled in Convocation Application Form.
7. Children, photography by invitees and cell phones will not be allowed inside the auditorium.
8. Candidates have to make their own arrangements for accommodation and the Institute will not take any responsibility.
9. No TA will be paid from the Institute.
10. The Demand Draft may be drawn in favour of “DIRECTOR, SCTIMST “payable at Thiruvananthapuram and send to the following address.

The last date to receive the duly filled in application form along with Demand Draft is 15 May 2014.

The duly filled in form with DD should be sent to:

**THE OFFICE OF THE DEPUTY REGISTRAR
DIVISION OF ACADEMIC AFFAIRS**

**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY
MEDICAL COLLEGE P.O, TRIVANDRUM – 695011, KERALA, INDIA**

Candidates are advised to send their applications by SPEED POST to avoid loss in postal transit. We will appreciate if you could send a word of your response at the earliest possible to dreg@sctimst.ac.in with a copy to regoffice@sctimst.ac.in to enlist your name for further actions.

CANDIDATES ELIGIBLE TO ATTEND MAY 2014 CONVOCATION:

Those who were in roll in the academic year 2013 and passed the following programme of this Institute by 31 December 2013 and the PhD programme from April 2013 to March 2014.

- 1) DM
- 2) MCh
- 3) PDCC
- 4) PDF
- 5) PhD
- 6) MPH
- 7) Mphil

FORMAL INVITATION LETTER WILL FOLLOW.

DIRECTOR