

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Academic Office

No.Acad/Circular/Convo-Form/2026

Date : 14th May 2026

SUBMISSION OF CONVOCATION FORM FOR 64th CONVOCATION

The 64th Convocation of the Institute is scheduled to be held in the month of August, 2026. All students (UG/PG/Ph.D), likely to complete degree programmes by July, 2026 are required to upload 'Signed Convocation Form', duly completed **on or before 31st July 2026**.

The procedure for filling up of Convocation Form is as follows:

1. Login on external ASC site (<https://portal.iitb.ac.in/asc>), to find two links viz. Convocation Fees and Convocation Form.
2. Pre-requisites for filling the convocation form
 - i. Completed graduation requirements (course tagging and thesis defence where applicable).
 - ii. Masters and Ph.D. students with the final thesis submission, must have their thesis approved by their supervisor on the ETD portal maintained by the Library.
 - iii. Convocation fees (Rs. 1500/- Rs. One Thousand Five hundred only) paid online.
 - iv. **Bank account details.**
3. On successful payment of Convocation Fees (i.e. 'Successful Transaction' message in Online Payment site), proceed to fill the Convocation and exit feedback form
4. For 'Name in Hindi' option,
 - i. Type your name in English (phonetically).
 - ii. On clicking 'space bar', the name will appear in Hindi. (To correct the Hindi spelling, you may use alternate English spellings, or copy paste Hindi text from other keyboard inputs elsewhere).
5. Degree certificates will be uploaded to DigiLocker (<https://www.digilocker.gov.in>). For this, you have to provide your name as it appears on your Aadhaar card. If you do not have an Aadhaar card, you can simply state the name as it appears in other official documents of yours (eg. School certificates).
6. In addition, there is a field for entering your APAAR ID (obtained from Academic Bank of Credits, (<https://www.abc.gov.in/>) (Govt. of India). You may enter the APAAR ID. **[Please note that the mark sheet [transcript] will be uploaded only for those students who provide his/her APAAR ID, to the Institute.]**
7. The degree certificate will be laminated by default. **If a student does not want the laminated degree certificate, he/she can choose the option "NO". This option is provided in the convocation form at "Receive degree certificate with lamination".**
8. Fill in the rest of the details and click 'Continue'.
9. The next page will be a printable version of the Convocation form with all details pre-populated which needs to be printed and signed. OR Students can save the form as PDF using the browser "Save as PDF" option.

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10. The scanned copy of the duly filled and signed Convocation Form (OR the pdf form) is to be uploaded online. After you fill the convocation form, you will get the "Upload Signed Convocation Form" section where you can write the remarks/comments and upload the signed Convocation Form. Students can click "Report Problem", if there is any technical issue.

Filling in the Convocation Form does not ensure issuing of the degree certificate. It is the responsibility of the student to clear all dues prior to the convocation, failing which, the degree certificate will NOT be issued. Dues owed to the Institute are visible under "Check No Dues Status". Some may be cleared online by making a payment, or others in person. Students need to contact the concerned Academic Unit/Library/Accounts Office /Hostel/Gymkhana/Estate Office etc., to clear the dues, if any.

It may please be noted that only students who upload the duly completed Convocation Form by 31st July 2026, will be included for award of degrees in 64th Convocation.

Handwritten signature
14/7/26
15/07/26
Dean of Academic Programmes
15/07/26

To,
Students Notice

- Copy to :
1. Academic Office staff
 2. The Head, ASC