



# RAJASTHAN TECHNICAL UNIVERSITY, KOTA

RAWATBHATA ROAD, AKELGARH, KOTA-324010 (Rajasthan)

Phone: 0744-2473809(O), E-mail: helpdeskconvocation@rtu.ac.in

## 14<sup>th</sup> CONVOCATION – 2025

DATE: 25<sup>th</sup> March, 2025

### Step by Step Instructions for Degree Recipients

1. Candidate must check his/her name in the “List of Degree Recipients” provided at website: rtu.ac.in. Only the candidates whose name is in the list are invited for the 14<sup>th</sup> Convocation-2025. Rest of the students will get their degrees from the respective institute.
2. There is no fee to be paid for registration of degree recipients in the convocation programme.
3. Candidates whose name is there in the “List of Degree Recipient” & willing to attend the 14<sup>th</sup> Convocation-2025 are compulsorily required to fill the On-line registration form.
4. Last date for submission of On-line Registration Form is **23<sup>rd</sup> March, 2025**.
5. The Degree Recipient have to **report on 24<sup>th</sup> March, 2025 at 09:30 AM at Registration Desk, UIT Auditorium, Balaji Market, Near New Medical College, Kota for Registration & rehearsal on 24<sup>th</sup> March, 2025 at 11:00 AM, will be allowed to enter in the Convocation Hall on 25<sup>th</sup> March, 2025.**
6. **Students are required to bring printout of Registration form (i.e. attached pdf file) along with copy of Id proof and affix your latest photograph on registration form should submitted at the time of reporting on 24<sup>th</sup> March, 2025 at 9:30 AM.**
7. Candidates, who fail to Report and not attended the rehearsal on **24<sup>th</sup> March, 2025 at 09:30 AM** will **NOT be permitted to attend the Main Convocation Ceremony on 25<sup>th</sup> March, 2025.**
8. Detailed Instructions for **Main Convocation Ceremony on 25<sup>th</sup> March, 2025** will be given at the time of rehearsal.
9. Venue for Convocation-2025 Ceremony is **UIT Auditorium, Balaji Market, Near New Medical College, Kota.**
10. A candidate may be **accompanied by maximum One Person** (preferably parents/spouse/close relatives of degree recipient) along with him/her in the Convocation Ceremony Hall. Please note that no children (**below the age of 12 years**) are allowed in 14<sup>th</sup> Convocation-2025 Ceremony.
11. Kindly note that only invited candidates are required to fill On-line Registration Form.
12. **ACCOMODATION FACILITY**
  - a) Limited Hostel Accommodation in Common Room OR Hall subject to the availability in the Hostel for the Degree Recipients.
  - b) In Case you need accommodation directly contact the following person:  
**FOR GIRLS HOSTEL:**  
(i) Mrs. Rukmani Sharma – 9509217407 (ii) **Mess Contractor - Mrs. Ritu Agarwal – 9829191784**  
**FOR BOYS HOSTEL:**  
(i) Mr. Irfan Qureshi - 7597511142 (ii) Mr. Sumit Verma - 7665074727  
(iii) **Mess Contractor - Mr. Satish Agarwal – 9829370003.**
  - c) Please note that accommodation (is subject to the availability of accommodation in Common Room OR Hall) would be available if you have contacted the above persons four days in advance. Simply marking "YES" in this form will not suffice the purpose.
  - d) Accommodation is available in the Girls/Boys Hostel on chargeable basis. The charges of Rs. 300/- per person/per day to be paid in cash on the spot to the Mess-Contractor. (This includes Breakfast, Lunch, Dinner, and Bed-set).
  - e) The Dress Code for the Main Convocation for the candidates is as under:
    - (i) Boys/Gents : White color : Kurta-Payjama / white pant shirt with black juti / shoes.
    - (ii) Girls/Ladies : White color Saree with blue color border and blue color Blouse / White color suit with White Chunni / Dupatta with black Juti / Sandle.

For any queries or clarification, please contact at – Email - [registration\\_UD\\_Conv@rtu.ac.in](mailto:registration_UD_Conv@rtu.ac.in)

**Coordinator**  
**14<sup>th</sup> Convocation-2025**