



**BIRLA INSTITUTE OF TECHNOLOGY  
OFFSHORE CAMPUS, RAK, UAE  
EXAMINATION DEPARTMENT**

**Thursday 04 December 2014**

**Graduation Ceremony-2015**

**Dear Students,**

This is to inform you that we have planned to organize an in-house programme to award the degree. It will be held on **16<sup>th</sup> January 2015, Friday** at BIT, UAE Campus, RAK, UAE.

**Requirements:-**

1. You are requested to send the confirmation of participation for the Graduation Ceremony through E-Mail: [foc@biticrak.ae](mailto:foc@biticrak.ae) and college telephone (+971 7 2359322) on or before 14<sup>th</sup> **January 2015**.
2. The student has to pay **AED 500/-** towards the Degree (non-refundable) on or before 14<sup>th</sup> January, 2015 and get **No dues** from Library and account departments.
3. The gown and cap will be provided on the same day which needs to be returned back after the ceremony. An amount of **AED 200/- (re-fundable) cash** is to be deposited to the account department prior to the collection of the same.
4. The Graduation Ceremony will be conducted between **3.30 PM to 5.00 PM**. The students should report to BIT Front desk latest by **11.30 AM sharp. (Those who do not report by time, will not be allow to receive the degree on that day)**
5. The students may bring their parents with prior intimation by sending an e-mail to the following email address: [foc@biticrak.ae](mailto:foc@biticrak.ae).
6. Degrees will not be handed over in absentia to any other person on the Graduation Ceremony day.
7. ***Your participation in the Graduation Ceremony is highly solicited.***

**Mr. Siva Suryanarayana**

**In charge, Examination Department**

**BIT Offshore Campus, RAK, UAE**

**Feel free to call Ph: 00971-552287744,**

*Phone: +971 7 2359322(Front Office)*

**E MAIL: [exam@biticrak.ae](mailto:exam@biticrak.ae),**

**BIT WEBSITE: <http://www.biticrak.ae>**