

EIGHTH CONVOCATION

Important Instructions

1. REPORTING, REHEARSAL and Academic Dress:

1.1. Students who have submitted application to receive the degree In-person must report in the Convocation Pandal latest by 2.00 p.m. on 1st March 2025 in the prescribed Academic Dress as follows:

Male Graduands: White colour kurta-pyjama with Uttaria and formal shoes/sandal.

Female Graduands: White colour Saree with golden or suitable contrast colour border / White colour kurta with churidar pyjama or Salwar with Uttaria and formal shoes/sandal

1.2 The Degree recipients must procure the prescribed dress on their own and wear it for the Convocation ceremony. Only the '**Uttaria**' will be provided by the University. All degree recipients (except Gold medalists and Ph.D. Degree awardees) are requested to collect the '**Uttaria**' from the respective department on 01st March, 2025 (09.30 a.m. – 12.30 p.m.)

Gold medalists and Ph.D. Degree awardees are requested to collect the 'Uttaria' from the office of CoE on 28th Feb, 2025 (09:30 a.m. to 06:00 p.m.) or 01st March, 2025 (before 12.30 p.m.)

1.3 The "Uttaria" can be retained by the student as a souvenir. In case a student opts to receive degree in absentia, the "Uttarias" will be posted along with the degree certificates.

1.4 Students must report before 2.00 p.m. and be seated in the Convocation Pandal. After this, no one will be permitted to enter the Convocation Pandal.

1.5 Participation in the rehearsal is **COMPULSORY. Those who remain absent in the rehearsal SHALL not be allowed to participate in the Convocation Ceremony.** They may watch the proceedings on live web cast or another media available outside the Convocation Pandal.

1.6 Please carry your photo ID card with you.

2. DISCIPLINE, BEHAVIOUR and ETIQUETTES

2.1 Mobile phones **MUST** be switched off inside the Convocation Pandal.

2.2 Please maintain the decorum of the Convocation by not engaging yourself in activities like cross-talking, standing for no reason, loitering, etc. Please do not engage in any activities inside the Convocation Pandal that disturb the solemnity of the Convocation. Also carry yourself in a dignified manner while in the campus.

2.3 When the Convocation procession enters in or moves out of the Convocation Pandal, and when the National Anthem is played, all students and others must stand up.

2.4 Students must be seated for the CONVOCATION proceedings in designated place latest by 02.20 PM. No rest room break is allowed once you are inside the Convocation Pandal.

2.5 All are expected to listen carefully and follow the instructions/announcements in and outside the Convocation Pandal.

2.6 **GOLD Medalists and Ph.D. Degree Awardees** - All recipients of the gold medals and Ph.D. Degree Awardees will stand in the sequence as prescribed during the rehearsal. As soon as your name is called, use the designated side stairs to get onto the stage and leave the stage from the opposite side, or as instructed by concerned faculty members during the rehearsal.

2.7 Remember to greet the Chief Guest, Distinguished Guest, Chancellor, and Vice Chancellor soon after receiving the Gold Medal and the degree certificate folder.

3. CONVOCATION FOLDERS WITH DEGREE CERTIFICATES

3.1 Please receive the convocation folders with degree certificates from the respective HoDs in your Department after the completion of the formal Convocation proceedings.

3.2 HoDs / Designated faculty members, after confirming the identity, details of fee paid for convocation, and 'No Dues Certificates' will obtain signatures in the degree register and then issue the Convocation folders with the certificates.

4. PHOTOGRAPHY / Videography

4.1. Designated Photographers will take photographs of all the students receiving Gold Medals and Ph.D. Degree recipients inside the Convocation Pandal. No private photography is permitted.

4.2 Except for designated professional / official / press photographers, NO one else is permitted to take photographs during the convocation. PLEASE RESPECT THIS TO MAINTAIN the order in the Convocation Pandal during the convocation ceremony.

5. Accompanying parents / relatives of Degree recipients:

5.1 Maximum of TWO persons per degree recipients will be permitted to enter the Convocation Pandal. The accompanying persons shall take seats in separate areas designated for them. Seats will be offered on a first-come, first-served basis.

5.2 NO PERSONS EXCEPT FOR THOSE ON DUTY SHALL BE ALLOWED to stand in the Convocation Pandal while the convocation proceedings are on.

5.3 Please cooperate and follow the instructions given by the volunteers/others.

6. REFRESHMENTS

6.1 Refreshments will be served in the respective department immediately after the Convocation ceremony.

6.2 NO food or beverages are allowed inside the CONVOCATION PANDAL or nearby vicinity.

7. General Instructions

7.1 Ensure that you carry minimum luggage as you come for the convocation. University shall not be responsible for the loss of any of your belongings.

7.2 Graduands are advised to bring their own water bottles to the convocation ceremony to stay hydrated and to maintain the event's decorum.

7.3 Students must make their own arrangements for travel. However, limited transport service between the University campus and the NH-8 may be available for parents and degree recipients.

7.4 Please help us keep the campus clean.

7.5 For further clarity in any matter please contact your respective HoD/ Office of CoE.
