



SIXTH CONVOCATION
09th November 2019 Saturday
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 auditorium of the University latest by 9.45 am on Saturday 09th November, 2019 in the prescribed Academic Dress as per notification number CURAJ/R.F.82/2016/2090 dated 15.09.2016 (Copy Enclosed)

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. Concerned HoD / designated faculty member will distribute it in the University Auditorium between 9.45 AM to 10.00 AM just before the rehearsal, which is scheduled to start sharp at 10.00 AM on Saturday 09th November, 2019.

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

1.4 Students must report before 9.45 A.M. and be seated in the auditorium. After this, no student will be permitted to enter the auditorium.

1.5 Participation in the rehearsal is **COMPULSORY**. Those who are late to arrive or 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 Auditorium. Such persons may collect their degree certificates from the respective HoDs between 2.30 PM to 4.00 PM Saturday 09th November 2019.

1.6 Please carry your photo id card with you.

2 LUNCH / REFRESHMENTS

2.1 Each degree recipient will be issued ONE complimentary LUNCH coupon (of the University mess) by the University at the time of distribution of Uttaria. Accompanying persons, if any, may buy the lunch coupons from the designated counters between 8.30 am and 10.30 am. Please note that since the degree recipients will not be allowed to leave the auditorium this task may be undertaken by the accompanying persons or any other person.

2.2 In addition to lunch served in the dining halls, food stalls will be available for lunch/refreshments.

2.3 NO food or beverages are allowed inside the AUDITORIUM or nearby vicinity.

3. DISCIPLINE, BEHAVIOUR and ETIQUETTE

3.1 Mobile phones MUST be switched off inside the auditorium.

3.2 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 activity inside the auditorium that disturb solemnity of the Convocation. Also behave yourself in dignified manner while in the campus.

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

3.4 After the rehearsal students may be allowed a ten minutes break to visit the rest rooms. Students must be seated for the CONVOCATION proceedings in designated place latest by 11.00 AM. No rest room break is allowed once you are inside the auditorium.

3.5 All are expected to listen carefully and follow the instructions/announcements in and outside the Auditorium.

3.6 **GOLD MEDALISTS AND OTHER AWARDS-** All recipients of the gold medals, CURAJ Armstrong awards for excellence in vocational education and other awards will stand in the sequence as prescribed during the rehearsal. As soon as your name is called, use the designated side stairs to get on to the stage and leave the stage from the opposite side, or as instructed by concerned faculty members during the rehearsal.

3.7 Remember to greet the Chief Guest, Chancellor and Vice Chancellor soon after receiving the Gold Medal/Awards and the degree certificate folder.

4. CONVOCATION FOLDERS

4.1 Please receive the convocation folders from the respective HoDs in your department after completion of the formal Convocation proceedings in the University Auditorium.

4.2 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.

5. PHOTOGRAPHY / Videography

5.1. Designated Photographers will take the photographs of all the students awardees receiving Gold Medals/Award inside the Auditorium. No private photography is permitted. Parents and accompanying persons must make special note of this.

5.2 After the Formal Convocation Ceremony is over, the Degree recipients, may gather on the steps of the University Auditorium for group photographs by the Professional Photographer. This will be done strictly as per the instructions issued during the rehearsal.



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

6. Accompanying parents / relatives of Degree recipients

6.1 Maximum of TWO persons per degree recipient will be permitted to enter the University Auditorium. For this, convocation passes must be obtained from the designated counters. The accompanying persons shall take seats in separate area designated for them. Seats will be offered on first come first served basis. Issue of convocation pass does not guarantee availability of seats.

6.2 NO PERSONS EXCEPT FOR THOSE ON DUTY SHALL BE ALLOWED to stand in the University Auditorium while the convocation proceedings are on.

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

7. General Instructions

7.1 Ensure that you carry minimum luggage as you come for the convocation. Please deposit it to parents/friends before entering the University Auditorium. University shall not be responsible for the loss of any of your belongings.

7.2 Limited accommodation for students and guests may be available in the campus strictly on first come first served basis. For details please refer the notice available on the website of the University. Please follow instructions and apply accordingly.

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 free of cost between 8.00 AM to 9.30 AM and from 3.00 PM till 6.00 PM on 09th November 2019.

7.4 Please help us keep the campus clean.

7.5 For further clarity in any matter, please contact your HoDs.


