

## INSTRUCTIONS FOR GRADUANDS ATTENDING THE CONVOCATION

1. The Convocation for the students passed out in the year 2018 will be held on Sunday, the **13<sup>th</sup> January 2019** preceded by a **Rehearsal on Saturday, the 12<sup>th</sup> January 2019** at **11.30 a.m.**

The scheduled programme for **Rehearsal** on 12<sup>th</sup> January 2019 is as follows:

Event	From	To
Reporting Time	11.30 a.m.	
Registration/ issue of Convocation Card/Guest Card	11.30 a.m.	12.00 noon
Entry into Convocation Hall & to be seated	12.00 noon	12.15 p.m.
Convocation Briefing	12.15 p.m.	12.30 p.m.
Entry of Academic Procession and seating on the Dias	12.30 p.m.	12.45 p.m.
Convocation Rehearsal	12.45 p.m.	1.15 p.m.

**Rehearsal for Convocation is mandatory** to attend for all the Graduands who have given their confirmation to attend the Convocation.

2. The detailed programme for Convocation for **Sunday, the 13<sup>th</sup> January 2019** is as follows:-

Event	From	To
Collection & wearing of Gowns/Caps	9.30 a.m.	10.00 a.m.
Collection of Degree folders by Graduands	10.00 a.m.	11.30 a.m.
Entry of Academic Procession in the Convocation Hall	12.00 noon	12.15 p.m.
Lighting of the Ceremonial Lamp	12.15 p.m.	12.25 a.m
Saraswati Vandana	12.25 p.m.	12.30 p.m.
Vice Chancellor to seek consent of the Hon'ble Chancellor to declare the Convocation Open	12.30 p.m.	12.32 p.m.
Chancellor declares the Convocation Open	12.32 a.m.	12.39 p.m.
Welcome address by the Hon'ble Chancellor	12.39 p.m.	12.44 p.m.
Presentation of Annual Report by Vice Chancellor	12.44 p.m.	12.49 p.m.
Graduation Pledge	12.49 p.m.	12.51 p.m.
Presentation of the Recipients by the Pro- Vice Chancellor (Academics)/Conferment of Degrees by Chancellor	12.51 p.m.	13.00 p.m.
Award of Medals by Chief Guest Hon'ble Shri Ravi Shankar Prasad Ji Minister of Electronics and Information Technology & Minister of Law and Justice, Govt. of India	13.00 p.m.	13.13 p.m.
Convocation Address by Chief Guest Hon'ble Shri Ravi Shankar Prasad Ji Minister of Electronics and Information Technology & Minister of Law and Justice, Govt. of India	13.13 p.m.	13.28 p.m.
Chancellor declares the Convocation Closed	13.28 p.m.	13.29 p.m.
Vote of Thanks by CEO	13.29 p.m.	13.32 p.m.
National Anthem	13.32 p.m.	13.33 p.m.
Academic Procession returns	13.34 p.m.	
Lunch	13.34 p.m.	14.30 p.m.

**Please note:**

1. Graduands will be issued their Convocation Registration Slip, Gown Slip and Food Coupons.
2. Guests are not required to attend the Rehearsal

**Venue of Convocation/Rehearsal**

Galgotias University, Uttar Pradesh

Plot No.2, Sector -17A, Yamuna Expressway, Greater  
Noida Gautam Budh Nagar – 203201 (U.P.)

**Dress for Graduands**

Formal Dress will be worn for the function as indicated below:

**Gents: - Formal Suit/combination with a Tie, shoes and socks**

**Ladies: - Saree**

**Convocation Gowns/Caps**

All the Graduands will be issued Gowns/Caps at the venue in the earmarked enclosure and they will wear throughout the function. **A security of Rs. 500/- will be required to be deposited for hiring of Gowns/Caps, which will be refunded on return of the Gowns/Caps, after the Convocation.**

**Timing**

Timing as per programme given above will be strictly adhered to by all the Graduands and their Guests. **In case they are late in reporting, they will not be permitted to attend the Convocation.**

**The Graduands once seated in the Convocation hall will not be allowed to come out till the Convocation is over.**

## **Discipline**

Perfect discipline will be maintained considering the sanctity of the function.

**NO STUDENT SHALL BE PERMITTED TO MOVE FROM HIS/HER SEAT WHILE THE CONVOCATION CEREMONY IS IN PROGRESS. STUDENTS AND FACULTY SHALL LEAVE THE VENUE ONLY AFTER THE END OF THE CEREMONY AND AFTER THE CHIEF GUEST AND ACADEMIC PROCESSION HAS LEFT.**

Complete silence is to be maintained while the ceremony is going on.

## **Refreshment**

Graduands will get lunch coupons for themselves and their Guests at the time of Registration.

## **Photography**

Photography cabins will be put up outside the Convocation hall, where the Graduands can get themselves photographed and may get their photographs on the same day on the payment of Rs. 100/- per photograph, if they do wish.

**INSTRUCTIONS FOR STUDENTS**  
**ON THE DAY OF CONVOCATION**

<b>DO'S</b>	<b>DONT'S</b>
<ul style="list-style-type: none"><li>• Students should be seated in the Convocation Hall on time</li><li>• Students should maintain pin-drop silence in the Convocation Hall</li><li>• Students should maintain discipline in the Convocation Hall</li><li>• Students should be seated in the rows reserved for their school only</li><li>• Students should maintain discipline in the mess during the lunch.</li><li>• Lunch coupons and gown-slips should be kept safely.</li><li>• In case student has not registered for the convocation earlier, he/she may contact the dean and submit the registration fee in the accounts department.</li></ul>	<ul style="list-style-type: none"><li>• There should be complete silence in the hall.</li><li>• No student should leave the convocation hall while the ceremony is in progress</li><li>• Food coupons shall be issued to the guests and registered students only.</li><li>• There will be zero tolerance for any kind of indiscipline.</li><li>• The gowns should be returned immediately after the event.</li></ul>