

INSTRUCTIONS FOR GRADUANDS ATTENDING THE CONVOCATION

1. The Convocation for the **students passed out in the Year 2023** will be held on **Monday, the 18th March 2024 at 10.30 a.m. at University Campus, Yamuna Expressway Gautam Budh Nagar.**
2. The detailed Reporting Schedule programme for Convocation for Monday, 18th March 2024 is as follows: -

VENUE FOR CONVOCATION:

Galgotias University Campus

Plot No.2 Sector -17A

Yamuna Expressway, Greater Noida

EVENT	TIME
Reporting Time	8:30 A.M.
Registration/ issue of Convocation Folder/Food Coupon and Collection & wearing of Stole	8:30 A.M. onwards
Entry into Convocation Hall and to be seated	10:00 A.M.
Convocation Briefing	10:15 A.M.

Enclosures:

- **Information**
- **Instructions for students to be followed**
- **Contact details of Deans/HoDs for further assistance, if required**

INFORMATION

Please note:

Graduands will be issued their Convocation Registration Slip, Stole and Food Coupons.

Venue of Convocation on 18.03.2024

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:** - Kurta & Pajama of Cream Colour (preferably KHADI)
- **Ladies:** - Saree of Cream Colour with Golden/Green/Red Border (preferably Handloom)

Convocation Stole

All the Graduands will be issued Stole at the venue in the earmarked enclosure and they will wear the same throughout the function.

Timing

Timing as per programme given above will be strictly adhered to by all the Graduands and their Guests.

In case reporting late, will not be permitted to attend the Convocation Ceremony

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 commanding the sanctity of the function.

KINDLY NOTE

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 them and their Guests at the time of Registration and Food Box will be collected after the Convocation Ceremony

Photography

Photography cabins will be put up outside the Convocation hall, where the Graduands can get themselves photographed, if they do wish.

INSTRUCTIONS FOR STUDENTS ON THE DAY OF CONVOCATION

DO'S

- Students should be seated in the Convocation Hall on time
- Students should maintain pin-drop silence in the Convocation Hall
- Students should maintain discipline in the Convocation Hall
- Students should be seated in the rows reserved for their school only
- Students should maintain discipline in the mess during the lunch.
- Lunch coupons should be kept safely.
- In case student has not registered for the convocation earlier, he/she may contact the Dean/HoD and submit the registration fee in the accounts department.

DONT'S

- Students should not throw their Stoles in the air in the Convocation Hall.
- Students should not make any noise in the Convocation Hall.
- No student should leave the Convocation Hall while the ceremony is in progress
- Food coupons shall be issued to the guests and registered students only.
- There will be zero tolerance for any kind of indiscipline.

**YOU MAY CONTACT THE DEAN/HOD OF THE DEPARTMENTS FOR
FURTHER DETAILS OR ASSISTANCE REQUIRED, IF ANY**

SCHOOL/DEPARTMENT	NAME OF DEAN/HoD	PHONE	EMAIL
School of Computer Science & Engineering	Dr. Suneeta Yadav	9873587500	dean.scse@galgotiasuniversity.edu.in
School of Computer Applications & Technology	Dr. Vineeta Khemchandani	981898460	vineeta.khemchandani@galgotiasuniversity.edu.in
School of Business	Dr. Seema Gupta	9742221345	dean.sob@galgotiasuniversity.edu.in
School of Allied Health Sciences	Dr. Shagun Agarwal	9910259583	shagun.agarwal@galgotiasuniversity.edu.in
Department of Civil Engineering	Dr. Deepak Soni	9896871533	hod.sce@galgotiasuniversity.edu.in
Department of Electrical, Electronics & Communication Engineering	Dr. Lokesh Varshney	8588073142	hod.seece@galgotiasuniversity.edu.in
Department of Mechanical Engineering	Dr. Sudhir Kumar Singh	9818547947	hod.sme@galgotiasuniversity.edu.in
School of Basic Sciences	Dr. Sanjeev Kumar	9999908675	dean.sbs@galgotiasuniversity.edu.in
School of Biological & Life Sciences	Dr. Sarita Malik	9726786768	dean.sbls@galgotiasuniversity.edu.in
School of Agriculture	Dr. Sahadeva Singh	9999641545	dean.soagri@galgotiasuniversity.edu.in
School of Architecture & Design	Ms. Ruchi	9811974789	dean.soa@galgotiasuniversity.edu.in
School of Finance & Commerce	Dr. Anurag Kumar	9990640982	Dean.sfc@galgotiasuniversity.edu.in
School of Hospitality & Toursim	Dr. Rajeev Mishra	94491 04554	dean.soh@galgotiasuniveristy.edu.in
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School of Media & Communication Studies	Dr. A. Ram Pandey	9911893074	aram.pandey@galgotiasuniversity.edu.in; dean.smcs@galgotiasuniversity.edu.in
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School of Biomedical Sciences	Dr. Ranjana Patnaik	7897712091	dean.sbms@galgotiasuniversity.edu.in
School of Medical & Allied Sciences	Dr. Shaik Abdul Rahman	9849702527	dean.sma@galgotiasuniversity.edu.in
School of Nursing	Dr. Lekha Bisht	7042421598	dean.son@galgotiasuniversity.edu.in
School of Education	Dr. Satyendra Gupta	9899696608	dean.soe@galgotiasuniversity.edu.in
Galgotias Polytechnic	Dr. Mohit Gaharwal	9368627931	principal.polytechnic@galgotiasuniversity.edu.in