



Rajiv Gandhi University of Knowledge Technologies, Basar

RGUKT/Exam Sec./Notice/Convocation/2022

Date: 7.12.2022

NOTICE

Instructions for 5th Convocation-10th December 2022

Venue: SAC Auditorium.

Time: 9:00 AM TO 2:00 PM.

In order to maintain the solemnity and dignity to the convocation, it is requested to kindly comply with the guidelines and regulations as below:

You are requested to show your Invitation letter along with a valid photo Id for entry to the campus. In case you do not have the same, please identify yourself in the list of invitees available at the entry (with the help of your id number) along with the College ID/Valid photo Id. It is compulsory to have a valid photo identity card to make entry to the campus.

- Students and parents can reach **REGISTRATION DESK** located at main gate for collecting ID card, entry pass, food coupon and Angavastram. All the registrations will be closed by 8:30 AM.
- **SAC auditorium will be closed to the students by 9:00 AM.**
- Punctuality: Convocation is a very solemn occasion, therefore maintaining decorum and punctuality is must. You are requested to finish all the activities such as registration, collection of Angavastram, etc., as per the schedule provided to get seated at the designated place on time.
- You will be permitted to attend the Convocation and receive the Degrees only if you have confirmed your participation along with the applicable documents, if any and fees before the due dates.
- Students should follow the dress code prescribed by the University (**Boys: Cream coloured Kurta and Pyjama and for Girls: Saree or Salwar Kameez along with black or brown coloured shoes**). **Students should make their arrangements for attire and only Angavastram will be provided by the University.**
- **Help desk:** There will be a separate help desk for each batch of 2013, 2014, 2015 and 2016 to facilitate the students in registration; distribution of Angavastram, there will be one desk at the entrance to facilitate entry to the campus and further guidance. There will be a health desk available during the convocation to attend to minor health issues.
- **Seating in the Convocation Hall:** Students are requested to take their designated seats by 9:00 AM.

- **Convocation - Conferring of Degree**
 - Convocation Proceedings will commence at 10:00 AM after the Academic Procession.
 - Please rise when the Academic Procession enters and remain standing till the members of the procession take their seat on the stage.
 - You are requested to maintain complete silence during the convocation proceedings since it is a very solemn occasion.
 - No cross talks, photography, movements, loitering inside the convocation hall are allowed during the ceremony.
 - During the ceremony, awardee members and students shall move out of their seats only when they are called for receiving the award. On being called for receiving the degree, the awardee member and student alight the stage and walk to the podium from an end in a dignified manners and orderly fashion in the sequence of their names called to receive his/her certificate at the hands of the dignitaries and come back to his/allocated allotted seat from the other end of the dais in an orderly sequential fashion. They should not huddle/jostle on the stage.
 - The following items are prohibited during the ceremony: camera, whistles, bottled water or any bottled liquids, balloons, wrapped gifts, weapons, knife, sharp objects, food, alcohol etc.
 - The students should take the allotted seats during the ceremony.
 - Please keep your mobiles switched off during the entire proceedings.
 - Please rise for the National Anthem.
 - Please rise again when Convocation proceedings are over, and the Academic Procession is leaving and remain so till the Procession has left.
 - You are requested to move out of the Convocation area from the earmarked “EXIT” only.

- Students and parents should follow the volunteers and take seat at designated place as shown by volunteers in the convocation premises/at the convocation venue.
- No deviation in the seating is permitted. Follow the instructions of the volunteers.
- **10:00 AM to 1:00 PM (end of Convocation) CONVOCATION PROGRAMME**
- Convocation programme would start at sharp 10:00 AM with academic procession.
- Students, staff, and invitees should stand up from their seats (maintaining silence) and remain standing till all dignitaries on the dais takes their seats.
- All the participants (students, staff and invited guests will be required to stand from their seat at various time during (a) Procession of dignitaries, (b) National Anthem at the beginning of convocation, (c) National Anthem at the end of convocation and (d) Dignitaries leaving the Hall after Convocation ends and sit back as soon as particular activities gets completed.

- **Only Graduating students should stand up** during their Graduation Oath during the ceremony and sit down after oath process is done. Others (staff, invited guests) would remain seated during this time.
- Students wouldn't be permitted to leave the auditorium till Convocation programme ends.
- The students and parents should proceed for Lunch at YOGA hall.
- **Follow proper "Q" system by providing the coupons and maintain discipline** during Lunch thereby helping in smooth conduct of the programme.
- Photographs: The batch-wise group photographs will be taken at the designated area. There will a team of volunteer to guide each batch for the photographs.

Certificate Distribution:

- **All the students and parents should re-assemble in the Convocation Hall** and take their designated seat for remaining part of Convocation programme.
- You would be receiving the **Certificates if you have cleared the difference amount excluding scholarship amount or Degree certificate'** during the Convocation if you have cleared the fee dues.

Minute to Minute Schedule for the Convocation:

Convocation Day	10.12.2022 Saturday
Reporting Time	06:30 AM onwards
Registration (Entry Pass, Collection of lunch coupons, ID Cards)	07:00 – 9:00 AM
Entry/ taking seat in the Convocation Hall	09:00 AM
Final rehearsal / convocation briefing	09:00 –09:30 AM
Convocation (Conferring of Degree/Cert.)	09:30 –12:30 PM
Lunch	12:30– 02:00 PM
Certificate Distribution	02:30 –05:00PM

Sd/-
Controller of Examinations.