



## DEGREE DISTRIBUTION CEREMONY 2023

SATURDAY, 9<sup>TH</sup> DECEMBER 2023 (MORNING SHIFT)

**Dear Amitian,**

We are looking forward to welcoming you back at campus for your Convocation and hope it will be truly memorable for you.

Being a formal occasion, please wear appropriate formal Indian/Western attire and maintain decorum during the ceremonies.

Please go through the attached guidelines which give details on what to do.

Before reaching the campus please ensure to carry a **printout of the Confirmation slip**.

Registration will begin at 8:30 AM. Please plan your travel to reach well in time.

A dedicated parking for self-driven cars is at Gate 1A, otherwise entry is from Gate 1. Gate will close at 9:15 AM.

Wishing you a wonderful re-union with your batchmates, faculty members & management back on campus!

**Dr. RK Kapur**  
Offg. Registrar  
Amity University Uttar Pradesh

**Prof. (Dr.) Sanjeev Bansal**  
Chairperson  
Convocation 2023

# DEGREE DISTRIBUTION CEREMONY GUIDELINES

SATURDAY, 9<sup>TH</sup> DEC. 2023

- Enter through Gate 1 between 8:30 AM to 9:15 AM (Gate 1A if in self-driven car)
- Proceed to the registration area in the Ground opposite I-3 Block
- Go to the counters earmarked for your institution and submit your Confirmation Slip. Registration will close at 9:15 AM.
- Collect your gown, your ID card, guest ID cards, seating plan for Degree Distribution Ceremony and refreshment coupons (in case you have purchased a gown, collect from the earmarked counters for that)
- Following counters/desks are in the registration area: Help Desk, Bag Deposit Counter is close to DDC venue, Accounts Desk, Medical Desk
- Tea for all graduands and guests will be available before the start of the Degree Distribution Ceremony

## DEGREE DISTRIBUTION CEREMONY PROGRAMME SCHEDULE

Time	Programme
8:30 AM – 9:15 AM	<ul style="list-style-type: none"><li>• Reception &amp; Registration</li><li>• Wearing of Gowns, Issue of ID Badges &amp; Instruction Sheets</li><li>• Tea</li></ul>
9:15 AM – 9:30 AM	All recipients to be seated in the Degree Distribution Ceremony Venue in the allotted areas
9:30 AM – 9:40 AM	Briefing of the Graduands
9:40 AM – 11:55 AM	Degree Distribution Ceremony
11:55 AM – 1:00 PM	Return of Gown followed by Lunch
1:00 PM	Departure from Campus

- If a Graduand leaves the venue at any time before the Degree Distribution Ceremony is over, re-entry will not be permitted.
- Washrooms are available in the Hospitality area as well as all academic blocks. Please use the washroom, if needed, before sitting in the Degree Distribution Ceremony Venue for the formal function which will last 2.30 hours.

## SEATING IN THE DEGREE DISTRIBUTION CEREMONY VENUE

- Entry to the Degree Distribution Ceremony Venue will open at 9:15 AM.
- Seating is earmarked separately for PG, UG & Diploma programmes and medal/award winners.
- Please be seated latest by 9:30 AM.

## DEGREE DISTRIBUTION CEREMONY

Following are the institution wise venues for the **Degree Distribution Ceremony on Saturday, 9th December 2023 (Morning Shift)**.

S. No.	Institution	Venue for Degree Distribution
1.	ASET (Except B.Tech (CSE))	E-2 Auditorium
2.	ALS (Only LL.B + PG Programmes)	I-2 Moot Court
3.	AIIT	F-2 Auditorium
4.	ASH and AITT	F-3 Seminar Hall
5.	AIDT, AIAE, AINST, AISST, AIT	F-2 Seminar Hall

- You are requested to please be seated in the designated seat as per enrolment numbers for the Degree/Diploma Distribution Ceremony latest by 9:30 AM. The seating plan will be available on Convocation portal.
- You must sign the Attendance Sheet before entering the Degree Distribution Ceremony venue.
- The graduands will be first presented various awards.
- Your name will be called according to the sequence of your enrolment number. You must line up in sequence to collect your degree.
- After the DDC is over, you are requested to return the Gown at the Counter of your institution at the Hospitality Area at N Block, Amity Extension.
- Lunch will be in the designated Hospitality Area post Degree Distribution Ceremony.

## MAINTAINING DISCIPLINE AND DECORUM

If any graduand is found to be violating any guidelines, under the influence of alcohol/controlled substances and/or behaving inappropriately will be asked to leave the campus.

**Late Arrival:** If for whatever reason you arrive on campus post 9:15 AM, entry will only be through Gate 4. Proceed to Block-A to the Late Comers Registration Desk. A Rs. 500 late registration fee will need to be paid at the desk and you will be directed to your respective Degree Distribution Ceremony venue.

## CONTACT NUMBERS OF THE HELP DESK ARE:

Ms. Prem Kanthi (QAE)	:	90-151-77141
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Mr. Jitendra Singh Jadon (ASET)	:	99-109-98756
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Ms. Garima Wadhwa (ALS)	:	84-475-27256
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Dr. Deepa Gupta (AIIT)	:	95-820-60525
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Mr. Aftab Lall (ASH)	:	97-280-08959
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Dr. Aman Kataria (AIDT)	:	95-010-32909
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