



# AMITY UNIVERSITY

## UTTAR PRADESH

### LUCKNOW CAMPUS

## DEGREE DISTRIBUTION CEREMONY 2023

**Dear Amitian,**

We are looking forward to welcoming you back at Amity Lucknow 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 No. 3. All entries are from Gate No.3 ONLY. Entry will not be permitted from any other gate. Gate will close at 9:15 AM.

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

**Dr. R. K. Kapur**  
Offg. Registrar  
Amity University Uttar  
Pradesh

**Wg. Cdr. (Dr.) Anil Kumar  
(Retd)**  
Dy Pro VC, Amity University Uttar  
Pradesh

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

# DEGREE DISTRIBUTION CEREMONY GUIDELINES

11<sup>th</sup> to 14<sup>th</sup> DECEMBER 2023



AT CAMPUS

- Enter through Gate No.3 between 8:30 AM to 9:15 AM .
- Proceed to the registration area in the Auditorium Block (rear).
- 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, 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
08:30 AM – 08:45 AM	Registration and issuance of Convocation attire, ID badges & instruction sheets
08:45 AM – 09:30 AM	All recipients to be seated in the Auditorium for Degree Distribution
09:30 AM – 09:45 AM	Briefing of the Graduands
09:45 AM – 10:00 AM	Glimpses of the Main Convocation to be played (Video)
10:00 AM	Entering of Academic Procession
10:00 AM – 10:05 AM	Welcome address by Dy Pro VC, AUUP, Lucknow
10:05 AM – 10:15 AM	University Report by Vice Chancellor, AUUP (Video)
10:15 AM – 10:30 AM	Address by Chairman AUUP Lucknow Campus, and Hon'ble Chancellor, AUR
10:30 AM – 10:45 AM	Blessings by Hon'ble Founder President (Video)
10:45 AM – 10:50 AM	Presentation of Corporate Awards
10:50 AM – 11:15 AM	Presentation of Bronze, Silver and Gold Medals, Shri Baljit Shastri Ji Awards and Best All Round Trophies
11:15 AM – 11:30 AM	Address by Chief Guest
11:30 AM – 11:35 AM	Conferring of Degree by Hon'ble Chancellor, AUUP & President, RBEF (Video)
11:35 AM – 11:40 AM	Dy Pro VC, AUUP, Lucknow to administer Pledge
11:40 AM – 01:00 PM	Presentation of Degrees / Diplomas
01:00 PM – 01:10 PM	Presentation of Amity Alumni Flag
01:10 PM – 01:15 PM	National Anthem
01:15 PM Onwards	<b>Return of the Gown followed by Lunch and Departure</b>

- 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 Auditorium 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.

### 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 is the institution wise plan for the **Degree Distribution Ceremony on 11 to 14 December 2023**

Ser No	Date	Institutions
1.	11 Dec 2023	Amity Business School ( ABS -L) Amity Institute of Liberal Arts ( AILA-L) Amity Institute of Behavioral and Allied Sciences (AIBAS-L)
2.	12 Dec 2023	Amity School of Engineering and Technology ( ASET-L) Amity Institute of Information Technology (AIIT-L) Amity School of Architecture and Planning (ASAP-L) Amity School of Applied Sciences ( ASAS-L) Amity Institute of Biotechnology ( AIB-L)
3.	13 Dec 2023	Amity Institute of Pharmacy ( AIP-L) Amity Institute of Education ( AIE-L) Amity School of Communication ( ASCO-L) Amity School of Fine Arts ( ASFA-L) Amity School of Fashion Technology (ASFT-L) Amity School of Hospitality (ASH-L) Amity School of Languages (ASL-L)
4.	14 Dec 2023	Amity Law School ( ALS-L)

- 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 as per seating plan.
- 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 registration venue.
- Lunch will be in the Hospitality Area post DegreeDistribution 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 3. Proceed to Auditorium Block to the Late Comers Registration Desk. Rs. 500 late registration fee will need to be paid at the desk and you will be directed to the Degree Distribution Ceremony venue.

## CONTACT NUMBERS OF THE HELP DESK ARE:

Mr. Gaurav Mathur	9839447887
Mr. Narendra Singh	8887935501
Mr. Ranjoy Talukdar	8604627811
Dr. Shivam Gupta	8299624813