



AMITY UNIVERSITY

UTTAR PRADESH

LUCKNOW CAMPUS

DEGREE DISTRIBUTION CEREMONY 2024

Dear Amitian,

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

As this is a formal event, please wear appropriate formal Indian or Western attire and maintain decorum through the ceremonies.

Please go through the attached guidelines carefully for detailed instructions and requirements.

Before arriving on campus, please ensure to carry a **printout of the Confirmation slip.**

Registration will begin at 8:00 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. Gate will close at 9:15 AM.

Wishing you a wonderful re-union with your batchmates, faculty members and management as you return to campus!!

Prof. (Dr.) R. K. Kapur
Offg. Registrar
Amity University Uttar
Pradesh

Prof. (Dr.) Anil Vashisht
Pro VC, Amity University Uttar
Pradesh Lucknow Campus

Prof. (Dr.) Sanjeev Bansal
Chairperson
Convocation 2024

DEGREE DISTRIBUTION CEREMONY GUIDELINES

2nd DECEMBER 2024 (MORNING SHIFT)

ARRIVAL AT CAMPUS

- Enter through Gate No.3 between 8:00 AM to 9:15 AM.
- Proceed to the registration area at the designated Registration Counter, In Academic Block -6 Ground.
- Proceed to the designated counter earmarked for your institute and submit your Confirmation Slip and Gown Slip. Registration will close at 9:15 AM.
- Collect your gown, ID card, guest ID cards, seating plan for Degree Distribution Ceremony and refreshment coupons. In case you have purchased a gown, collect it from the earmarked counters.
- The registration area includes the following counters/desks: Help Desk, Bag Deposit Counter, Accounts Desk, Medical Desk
- Tea will be served for all graduands and guests in the designated area prior to the start of the ceremony at the Central Convocation Venue.

DEGREE DISTRIBUTION CEREMONY GUIDELINES

2nd DECEMBER 2024 (MORNING SHIFT)

ENTRY/PARKING OF VEHICLES

a) Entry

- For Graduands and Parents entry from **Gate no. 3 ONLY**
- Entry permitted **ONLY** with a printout of **Confirmation Slip**, to be verified at the Gate no. 3 by Proctorial Staff/ Faculty/Security Staff.

b) Parking

- i. **Chief Guests/VIPs:-** Vehicles will be parked in the hard-standing opposite Auditorium.
- ii. **Graduands & Parents:-** Vehicles will be parked in the unpaved parking space adjacent to Auditorium.
- iii. Two & Four wheelers, however, will also be parked in available space to the rear of the hostels, as directed by the security staff on duty for students, faculty & staff.
- iv. Chauffer driven Vehicles of Graduands be parked outside the campus.
- v. No parking of Vehicles inside without Vehicles stickers.

DEGREE DISTRIBUTION CEREMONY PROGRAMME SCHEDULE

Morning Shift - Medal Distribution Ceremony on December 02, 2024

| Time | Programme |
|-----------------------|--|
| 8:00 AM - 10:15 AM. | Reception & Registration, Wearing of Gowns, Issuance of ID Badges |
| 10:15 AM -10:30 A.M. | All Graduands and Guest to be seated in the Central Convocation venue in the allotted areas. |
| 10:30 AM - 10:45 A.M. | Briefing to the Graduands Rehearsal |
| 10:45 AM - 11:00 A.M. | Robing of Academic Procession members. |
| 11:00 A.M. | All Heads of Institutions, Departments, Faculty, Guests to be seated as per the seating plan in the Central Convocation venue. |
| 11:00 A.M. - 11:15 AM | Start of the Academic Procession |
| 11:15 AM | Entry of Academic Procession in Central Convocation Venue |
| 11:20 AM - 11: 22 AM | Lighting of the Lamp with Chanting of Gayatri Mantra |
| 11:22 AM - 11:35 AM | Welcome Address by the Pro Vice Chancellor AULC |
| 11:35 AM- 11:45 AM | Welcome Address by the Vice Chancellor AUUP |
| 11:45 AM - 11:55 PM | Blessings by Hon'ble Founder President Sir |
| 11:55 AM - 12:00 PM | Blessings by Hon'ble Chancellor AUUP |
| 12:00PM- 12:10 PM | Blessings by Chairman AUUP Lucknow Campus, and Chancellor AUR Hon'ble C-VI Sir |
| 12:10 PM- 12:20 PM | Presentation of Corporate Awards |
| 12:20 PM- 1:00 PM | Presentation of the Shri Baljit Shastri Ji Awards & Best All Round Trophies |
| 1:00 PM- 1:10 PM | Presentation of Amity Alumni Flag |
| 1:10 PM - 1:15PM | National Anthem |
| 1:15 PM | Procession Leaves the Central Convocation Venue All recipients & their guests will leave the venue from exit gates |
| 1:15 PM onwards | Lunch |

Afternoon Shift - Degree Distribution Ceremony on December 02, 2024

| Time | Programme |
|---------------------|--|
| 02:15 PM - 02:20 PM | All recipients to be seated in their respective venues of Degree Distribution |
| 02:20 PM - 02:25 PM | Briefing of the Graduands |
| 02:25 PM - 02:40 PM | Entering of institutional Academic Procession (HoI, Faculty Members, IQAC, DRC and Alumni) |
| 02:40 PM - 02:50 PM | Welcome Address by HoI |
| 02:50 PM - 04:00 PM | Presentation of Degrees / Diplomas / Value Added Certificates |
| 04:00 PM - 04:30 PM | Experience sharing by 3-4 Graduands and awardees |
| 04:30 PM - 05:30 PM | Returns of Convocation Gowns and Caps at Registration Pandal, AB-6 |

- 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 in 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 as per given schedule.
- Seating is earmarked separately Program- wise.
- All the Graduands will be required to seated as per schedule.

Essential Information

Following is the Essential Information pertaining to Registration Medal distribution Ceremony and Degree Distribution Ceremony on 2nd December 2024

| Sl No | Activities | Shift | Venue | Institutes/ Schools |
|-------|--|---------------------------------------|-----------------------------------|--|
| 1 | Reception & Registration, Wearing of Gowns, Issuance of ID Badges & Instruction Sheets | Morning Shift (8:00 AM - 10:15 AM) | AB-6 Ground | Reception & Registration counters for all Institutions |
| 2 | Medal Distribution ceremony for all Programs | Morning Shift (10:15AM- 1:15PM) | Central Pandal in Football ground | Medal Distribution of all Programs of all Institutions of AULC |
| 3 | Degree Distribution Ceremony at various venues | Evening Shift (2:15PM- 5:00 PM) | Auditorium | ALS |
| | | | Multipurpose Hall | ASET +ASAS |
| | | | AB- 1 Seminar Hall | AIB + AIP |
| | | | AB-6 Seminar Hall | AIIT +ASAP |
| | | | Central Pandal | ASL+ASH+AIE+ASCO+ AIBAS+ASFA+ASFT |
| | | | AB-1 PLAZA | ABS +AILA |

- All Graduands are required to be seated in the designated seat as per enrolment numbers for the Degree/Diploma Distribution Ceremony latest by 10:00AM The seating plan will be available with the Faculty Coordinators.
- The Graduands must sign the Attendance Sheet before entering the Degree Distribution Ceremony venue.
- Graduands' names will be called according to the sequence of their enrolment numbers. The Graduands must line up in sequence to collect their degrees.
- After the DDC is over, the Graduands are requested to return the Gowns at the Designated Counter of their institute at the registration venue AB-6.
- Lunch will be arranged in the designated Hospitality Area (opposite AB-6) post Medal/Award 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 3. Proceed to AB-6 Block to the 'Late Comers Registration Desk'. Rs. 500/- (late registration fee) will need to be paid at the counter and Graduands will be directed to their respective Medal/Degree Distribution Ceremony venue.

HELP DESK

| | | |
|---|--------------------------------|------------|
| 1 | Dr. Rajeev Verma | 9163889427 |
| 2 | Prof. (Dr.) Brijesh Khandelwal | 9415222290 |
| 3 | Mr. Gaurav Mathur | 9839447887 |
| 4 | Mr. Ranjoy Talukdar | 8604627811 |
| 5 | Dr. Shivam Gupta | 8299624813 |
| 6 | Ms. Neha Malviya | 9555626186 |
| 7 | Mr. Priyanshu Dixit | 7275443001 |