



CONVOCATION 2025

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.

Please show the confirmation slip through your mobile phone or printout while entering the campus.

Registration will begin at 9:00 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 10:30 AM.

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

Chairperson
Convocation 2025

CONVOCATION GUIDELINES

SATURDAY, 6th DECEMBER 2025

ARRIVAL AT CAMPUS

- Enter through Gate 1 before 10:30 AM (Gate 1A if in self-driven car)

- Proceed to the registration area in the University Main Ground.

- Go to the counters earmarked for your institution and show your Confirmation Slip. Registration will close at 10:45 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 Convocation function.

CONVOCATION PROGRAMME SCHEDULE

| Time | Programme |
|---------------------|---|
| 9:00 AM – 10:45 AM | <ul style="list-style-type: none">• Reception & Registration• Wearing of Gowns, Issuance of ID Badges & Instruction Sheets• Tea |
| 10:45 AM – 11:00 AM | All recipients to be seated in the Convocation Hall in the allotted areas |
| 11:00 AM – 11:15 AM | Briefing of the Graduands |
| 11:15 AM – 1:30 PM | Convocation Ceremony |
| 1:30 PM – 2:30 PM | Lunch |
| 2:30 PM – 2:45 PM | All recipients to be seated in the venue of Degree Distribution Ceremony |
| 2:45 PM – 5:15 PM | Degree Distribution Ceremony |
| 5:30 PM – 6:30 PM | <ul style="list-style-type: none">• Return of Convocation Gowns• High Tea |

- If a Graduand leaves the venue at any time before the Convocation & 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 Convocation Hall for the formal function which will last 3 hours.

SEATING IN THE CONVOCATION HALL (MAIN GROUND)

- Entry to the Convocation Hall will open at 10:00 AM.
- Seating is earmarked separately for Doctoral, PG, UG & Diploma programmes and medal/award winners.
- Please be seated latest by 11:00 AM.

DEGREE DISTRIBUTION CEREMONY

Following are the institution wise venues for the **Degree Distribution Ceremony**.

| S. No. | Institution | Venue for Degree Distribution |
|---------------|--------------------|--------------------------------------|
| 1. | AGBS | Main Ground |
| 2. | ABS | I-2 Moot Court |
| 3. | ACCF | E-2 Auditorium |
| 4. | ASB | E-2 Auditorium |
| 5. | AIBS | F-2 Auditorium |
| 6. | ASIBAS | F-3 Seminar Hall |
| 7. | CIISOL | F-3 Seminar Hall |
| 8. | AFS | F-3 Seminar Hall |
| 9. | RICSSBE | F-1 Seminar Hall |

- After Lunch you are requested to please be seated in the designated seat as per enrolment numbers for the Degree/Diploma Distribution Ceremony latest by 2:45 PM. The seating plan will be available on Convocation portal.
- You must sign the Attendance Sheet before entering the venue.
- 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.
- High Tea 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 - they will be asked to leave the campus.

Late Arrival: If for whatever reason you arrive on campus post 10:30 AM, entry will only be through **Gate 2**. Proceed to I3 Block- Seminar Hall to the Late Comers Registration Desk.

CONTACT NUMBERS OF THE HELP DESK

Ms. Prem Kanthi : 90-151-77141

Ms. Kanwar Rajeshwari Singh Thakur : 98-730-94395

Ms Versha Verma : 98-687-43458
