



CONVOCATION 2024

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 in front of the University main gate. Gate will be closed at 11:00 AM.

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

Registrar
Convocation 2024

CONVOCATION GUIDELINES

TUESDAY, 17TH DEC. 2024

ARRIVAL AT CAMPUS

- Enter through Main Gate before 11:00 AM.

- Proceed to the registration area on Ground Floor at outside of Auditorium.

- Go to the counters earmarked for your institution and show your Confirmation Slip. Registration will close at 11:00 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 on the Ground Floor: Help Desk, Bag Deposit Counter, Accounts Desk, Late Registration, 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 – 11:00 AM	<ul style="list-style-type: none">• Reception & Registration• Wearing of Gowns, Issuance of ID Badges & Instruction Sheets• Tea
11:00 AM - 11:30 AM	All recipients to be seated in the Convocation Hall in the allotted areas
11:45 AM - 12:00 Noon	Briefing of the Graduands
12:00 Noon - 01:40 PM	Convocation Ceremony
01:45 PM - 03:00 PM	Lunch
3:10 PM - 3:15 PM	All recipients to be seated in the venue of Degree Distribution Ceremony
03:25 PM - 5:00 PM	Degree Distribution Ceremony
5:00 PM - 5:30 PM	Return of Convocation Gowns followed by 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 on each floor of University Building. 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 (AUDITORIUM)

- Entry to the Convocation Hall will open at 09:00 AM.
- Seating is earmarked separately for PG, UG 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.	Amity School of Engineering & Technology (ASET)	Auditorium
2.	Amity Institute of Information Technology (AIIT)	
3.	Amity Institute of English Studies and Research (AIESR)	
4.	Amity School of Business (ASB)	
5.	Amity Business School (ABS)	
6.	Amity Institute of Biotechnology (AIBN)	Seminar Hall
7.	Amity Law School (ALS)	
8.	Amity School of Communication (ASCO)	
9.	Amity School of Economics (ASE)	
10.	Amity College of Commerce & Finance (ACCF)	

- 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 3:15 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 11:00 AM, entry to the main hall will only be through Gate No. 2.

CONTACT NUMBERS OF THE HELP DESK

Dr. Kasturi Sahay : **99-315-58990**

Dr. Shayantani Banerjee : **79-031-57524**
