Convocation 2019

Venue: Auditorium ('B' Block- 1st Floor)

Instructions to Graduands

1. All Graduands who have not reported at the Reporting Desk are requested to report immediately.
   Reporting Desk is located at **Room No.104 (Admission Office) in the ground floor**.
2. Convocation dress will be issued at **Room No. A110**, located in the ground floor, A- block.
   Rooms allotted for dress change-
   For **Boys** Room numbers: **A109, A111** – **A Block**.
   For **Girls**- Rooms- **B401, B402, B403, B404, B405, B406, B407, B408** – **B Block**
3. Graduands are expected to be ready in the **prescribed dress code** and occupy their respective seats in the auditorium by **9:30 a.m**. The seating plan is displayed in front of the prayer hall.
4. The **Convocation Procession** will begin at **9.50 a.m.** Graduands who are **not in the prescribed dress code (as per the photo displayed in the notice board and dressing rooms)** will **not be permitted** to enter the Convocation Venue.
5. After receiving the certificates, Graduands are expected to remain in their respective seats until the function gets over.
6. In case of any inadvertent error in the certificates distributed, Graduands can report at the **help desk in Room No. A102 in A Block after the function is over**. In no case, certificate distribution on stage should be disturbed.
7. In order to maintain the solemnity of the function, Graduands will not be allowed to leave the venue during the entire function. Absolute silence shall be observed in the programme hall.
8. Please clap your hands while applauding the Graduands. **Please do not howl**.
9. **Lunch** will be served to all Graduands, parents and invited guests at the following venues:
   - **Prayer hall (B Block – Ground Floor)**
   - **Mess Hall**
10. Graduands **are not** permitted to **enter the exam section** on this day.
11. **All your queries** regarding the conduct of the ceremony or certificate distribution may be raised to the **May I Help You ONLY**

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