

Sixth convocation of the Shobhit University: 13th Nov., 2014

Instructions for the Students

The Sixth convocation of the Shobhit University is scheduled on 13th November, 2014 at the Convocation Hall, Shobhit University Lawns, Meerut from 10:00 am onwards, wherein the degrees will be conferred on the students and University gold medals will be awarded to the toppers of various programmes.

Instructions for Registration

- For attending the convocation to obtain degrees and/or gold medals, the students are required to apply in the prescribed proforma provided on the University website.
- The duly filled in application form for attending the convocation should reach the University latest by 11th November, 2014 along with a convocation fee of Rs. 500 /-.
- Students may apply online to attend the convocation and submit the required convocation fee and security deposit through credit/debit cards.
- They may also send a hard copy of the application along with a Demand Draft of Rs. 500/- drawn in favour of 'Shobhit University, Meerut' or may personally submit application in the University Office along with an amount of Rs. 500/- in cash.
- The students, whose applications are not received by the due date, will not be allowed to attend the convocation.
- All students of this University who confirm their participation by submitting the requisite application and convocation fee along with the security deposit will be allowed to attend the convocation.

Instructions for the Rehearsal

The rehearsal for the Sixth Convocation of Shobhit University will be held as per the details given below:

Day & Date:	Thursday, 13 th November, 2014
Venue:	Convocation Hall, Shobhit University Lawns, Meerut
Time:	8:30 am
Reporting Time:	07:45 am

Rehearsal Schedule

It is obligatory for every student who would be receiving the degree at the Convocation in person to be present at the rehearsal, failing which he/she will not be admitted to the Convocation Function.

Instructions for the Convocation Function

The Convocation of the Shobhit University will be held as per the details given below:

Day & Date:	Thursday, 13 th November, 2014
Venue:	Convocation Hall, Shobhit University Lawns, Meerut
Time:	10:00 am
Reporting Time:	9:30 am

On reaching the campus the students are required to register and mark their attendance at the counter(s) set up for this purpose.

Entry of your accompanying guest to the Convocation Function is strictly on the basis of the entry pass, which is non-transferable.

The Students and their guests must take their designated seats in the hall latest by 09.30 am. Electronic communication devices are not allowed inside the auditorium. However, mobile phones may be permitted but the same should be kept on the 'switched off' mode.

Entry of all the students and their accompanying guests will be from Gate "C".

Instructions for Dress Code

The dress code norms for students at the convocation are as follows:

- Females: Trousers, Suits, Sarees. (Shawls/Stoles not permitted)
- Males: White shirt, black/grey trousers or suit with tie and black shoes.
- Casual footwear (trainers, plimsolls, flip-flops, bathroom slippers and hawai chappals etc.) is not permitted.
- The students of different faculties will wear the academic dress comprising black gown, black hats and hood.
- The colour of the hoods will be faculty specific.
- The students without academic dress will not be permitted to attend the Convocation Ceremony in person.
- All students will wear the academic dress in the rooms allocated for the purpose near the convocation hall.
- Student volunteers will assist the students in wearing the gowns and hoods.
- There will be separate dressing rooms for male and female students near the Convocation Hall.
- Flowers, handbags, or other articles should neither be worn nor be carried during the convocation ceremony. We do not provide storage/locker facilities so please leave purses, valuables, bags, etc., at home or with your guests for safe keeping.
- The students are required to return the academic dress intact immediately after the Convocation is over, at the counter(s) set up for the purpose and collect the refund of the security deposit.

Instructions for Seating arrangements

- The students will take their seats in the Convocation area in the concerned faculty blocks after wearing their academic dress at least 30 minutes before the Convocation Ceremony.
- The recipients of University gold medals, endowment awards and degrees from the dais will occupy seats in the front rows reserved for them.
- The guests accompanying the students will sit in the separate block marked for them.

Instructions for Convocation Ceremony

- The Ceremony will commence with the academic procession entering the Hall.
- When the procession passes through the Convocation hall, all including the guests will stand up and remain standing till all the people in the procession have taken their seats.
- The sequence of award and conferment of degrees will be faculty wise.
- Within each faculty the degrees will be given as per the sequence specified below

- Award of degrees to the Ph.D., M.Phil. students
- Conferment of degrees on all students of that faculty
- As soon as their names are called out, the Ph.D. and M.Phil. students and other degree recipients will go, one by one, to the dais, receive degrees from the dignitaries, bow slightly to show respect and then come back to take their seats. The students of other faculties will remain seated.
- The University Gold Medals along with merit certificate to the toppers of different programmes will be given after the conferment of all the degrees.
- The Registrar will invite the recipient of such awards, one by one on the dais.
- The concerned students will go on the dais, receive the award, bow slightly to show respect and then come back to take his/ her seat.
- Thereafter the students who have qualified for the award of various degrees/diplomas but are not able to attend the Convocation will be conferred the degrees/diplomas by the chancellor in absentia.
- For the Oath Ceremony, all students will rise and keep standing at their places to receive the initiation, blessings and oath administered by the Vice Chancellor.
- The National Anthem will be played after the Ceremony has been dissolved. All present in the hall will rise and remain standing till the National Anthem is over.
- The graduates and others will keep standing till all the members of the procession have left the Convocation Hall and may leave the hall after 10 minutes.

Instructions for Accommodation

Accommodation facility is available for the outstation students on request. However, it will not be extended to the accompanying guests.

Instructions for Maintaining Discipline

- During the entire ceremony the students and accompanying guests will remain seated and observe complete silence.
- Since Convocation Ceremony is a solemn occasion which requires a particular decorum, it is strongly advised that students and accompanying guests keep their mobile phones in switched off/silent mode and do not carry with them cameras/handy-cams etc., and refrain from photography/videography in the Convocation Hall.
- They are also advised to maintain complete silence, refrain from moving in and out of the Convocation Hall and cheer and shout in between the award ceremony and Convocation address. However, they can show their enthusiasm and boost the morale of the awardees by clapping as and when required.

Instructions for Photography/Videography

- No private photographers will be permitted in the Convocation Hall.
- However, the University will make necessary arrangements for taking the photographs during the Convocation Ceremony.
- Students may contact the photographers authorized by the University for their Photographs after the Ceremony is declared dissolved.