

Twelfth Convocation – 11th Feb 2023

Instructions

1. Convocation Ceremony will begin at **11:00 AM** on **11th Feb 2023** at Justice J. S. Verma Memorial Convention Centre.
2. Convocation Ceremony requires complete decorum. All shall remain standing at their respective seats as the Academic Procession enters the Convocation Hall and proceeds towards the dais and till the end of the National Anthem.

It is mandatory that the decorum of the Convocation proceedings should be maintained by everyone until the Academic Procession leaves the Convocation Hall.

3. Bring one photo ID proof (Passport, Voter I-card, Aadhaar card, Driving License, ICSI Membership I-card, PAN card etc.) for registration at the venue and for allowing entry into the convocation hall.
4. Vehicles shall be parked in assigned parking area only.
5. Students are required to deposit 1200 Rs as a security money for rented gown which is refundable. Refer link for payment <https://forms.gle/nN6EbHbKgoXXjJsP7>
6. Gown will be distributed to the students **from 08:00 AM to 10:00 AM** from their respective counters.
7. While entering the convocation venue the awardee members and students must register at the registration counter, collect their allotted seat card and gown.
8. After Convocation, Gown may be deposited to the respective counters. If any student fails to deposit gown, then their security money of Rs 1200 will not be refunded.
9. No cross talks, photography, movements inside the convocation hall are allowed during the ceremony. Mobile phone must be kept in silent mode during the entire function. During the function the audience will remain seated and will not move out of their seats.
10. During the function awardee members and students shall move out of their seats only when their name is called for receiving the award. On being called for receiving the Degree certificate, the awardee members and students should alight the stage and walk to the dais from one end in a dignified and orderly fashion in sequence of their names called to receive his/her degree certificate at the hands of the dignitaries and



come back to the allocated seat from the other end of the dais in an orderly fashion. They should not huddle/jostle on the stage.

11. After Convocation, Gown must be deposited to the respective counters. If any student fails to deposit gown within three hours after the Convocation, then their security money of Rs 1200 will not be refunded.
12. Awardee members and students must sit only at the allotted seat in the convocation hall.
13. The guests and family members of the awardee members and students /official invitees / media persons shall occupy their seats only in prescribed area.
14. Seats shall be occupied by the members/students & their accompanying guests/family members **30 Minutes** before the start of function because the entrance to the venue will be closed.
15. Degree recipients shall not be allowed to enter / leave the Convocation Hall during the ceremony.
16. Those who reach the venue after the Convocation Ceremony can only receive the Degree Certificate after the Convocation function from Examination Office of the University.
17. In case, someone is unable to attend the Convocation Function, the Degree Certificate will be sent to the address as submitted by the recipient in the online/offline registration by Speed Post after the Convocation within 30 days. Any change in the address, after registration may kindly be intimated through email to Examination Section on **convocation2023@nliu.ac.in**


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