

## SPECIAL INSTRUCTIONS FOR THE CANDIDATES AND MEDALISTS

1. Rehearsal Day (Tagore Auditorium) 22.04.2017  
Time : 10.00 a.m.
2. Convocation Day (Tagore Auditorium) 23.04.2017  
Time : 11.30 a.m.
3. Candidates who are to receive the Degrees / Medals at the Convocation are advised to :-
  - i) Be punctual for the Rehearsal as well as for the Convocation.
  - ii) Enter the Convocation Hall on the Rehearsal day and the Convocation Day from the Gate meant for the candidates.
  - iii) Occupy their seats by (9.30 a.m.) on Convocation Day and Rehearsal Day.
  - iv) Observe silence and proper decorum while in the Convocation Hall.
  - v) Remain on their seats during the Rehearsal and Convocation proceedings.
  - vi) Do not block the passage-either by standing or by walking.
  - vii) Occupy correct seats, Note Row No. and seat No. on rehearsal Day.
  - viii) Ensure that they have signed the Roll Call Sheets on the Rehearsal Day otherwise they will not get their Degrees at the Convocation.
  - ix) See that their Identification Certificates are duly embossed on the Rehearsal Day otherwise they will not be permitted to enter the Convocation Hall on the Convocation Day.
4. Degrees to all candidates will be distributed on their turn by the University officials on duty in the manner to be announced at the time of the Rehearsal.
5. The medalists who are to receive their degrees also, will mark their attendance at both the places. They will first occupy their seats for medal. After getting the medal, they will shift to their seat fixed for degree.
6. After receiving the Degrees, candidates will please bow to the Chancellor / Vice-Chancellor before taking their seats.
7. In case of any discrepancy in the Degree/Medal awarded, please see the Deputy / Asstt. Registrar (R-I/R-II/R-III/R-IV/Secrecy) the concerned Supdt. after the Convocation is over. The discrepancy need not be pointed out during Convocation, as that may cause unnecessary disturbance in the proceedings of the Convocation.
8. All the guests as well as candidates for the award of the Degrees and Medals will please stand up on their seats :
  - i) When the Academic procession enters the Convocation Hall and will keep standing till they have taken their seats.
  - ii) When the National Anthem is being played.
  - iii) When the procession leaves the Hall no one should please leave until the procession has left the Hall.
9. Candidates will please not leave the Hall during the proceedings of the Convocation.