



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16C, DWARKA, NEW DELHI – 110078

Website: www.ipu.ac.in

(Conduct –Branch)

No. GGSIPU/Exam/Convocation/2019

Dated : 04.11.2019

NOTICE

The University is holding its **"THIRTEEN CONVOCATION"** on **Tuesday, the 3rd December, 2019** at its **Dwarka Campus**. The ceremony will be presided over by Hon'ble Lt. Governor of Delhi as Chancellor of University.

During the Convocation, the Certificates and Medals will be conferred upon the Ph.D. Scholars, Gold Medalist Students and Exemplary Performance Students, who have successfully completed the requirements of their programme.

The Students as per list notified on the University Website, who wish their Degrees (in case of Ph.D. Scholars)/ Exemplary Performance Certificate & Plaque (in case of Exemplary Performance Students)/ Certificate of Merit and Gold Medal (In case of Gold Medalists) to be conferred "in person" are required to submit consent letter as per Annexure "A" (in case of Ph.D. Scholars)/Annexure "B" (In case of Exemplary Performance Students)/Annexure "C" (in case of Gold Medalists) and admit card performa as per Annexure "D" (Two Copies) duly verified by the Dean/Director/Principal of the School/Institute/College latest by **11th November, 2019 (01:00 p.m.)** in Examination Division, Guru Gobind Singh Indraprastha University, Dwarka positively, failing which the Degree/Exemplary Performance Certificate and Plaque/Certificate of Merit and Gold Medal would be conferred "in absentia".

Detailed Guidelines as well as required Annexures- "A", "B", "C" & "D" are attached herewith.

Abha
4/11/19

(Dr. Abha Vermani)
Incharge Convocation

Copy to:

1. Deans/Directors/Principals of the University School of Studies/Affiliated Institutes.
2. Director-Development
3. Incharge UITs-for uploading on the University website.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16C, DWARKA, NEW DELHI – 110078

Examination Division

Guidelines for Thirteen Convocation

All the eligible students invited for attending convocation are advised to take note of the following important instructions for necessary information and compliance:

Prior Intimation: The students as per the list notified on the University website, who wish their Degrees (in case of Ph.D. Scholars)/ Exemplary Performance Certificate & Plaque (in case of Exemplary Performance Students)/ Certificate of Merit and Gold Medal (In case of Gold Medalists) to be conferred "in person" are required to submit consent letter as per Annexure "A" (in case of Ph.D. Scholars)/Annexure "B" (In case of Exemplary Performance Students)/Annexure "C" (in case of Gold Medalists) and admit card performa as per Annexure "D" (Two Copies) duly verified by the Dean/Director/Principal of the School/Institute/College latest by **11th November, 2019 (01:00 p.m.)** in Examination Division, Guru Gobind Singh Indraprastha University, Dwarka positively, failing which the Degree/Exemplary Performance Certificate and Plaque/Certificate of Merit and Gold Medal would be conferred "in absentia".

Admit Card: The Admit Card will be issued on receipt of consent from the students. Students without proper 'Admit Card' will not be allowed to attend Rehearsal and Convocation.

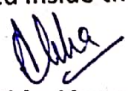
Rehearsal: For orderly conduct of Convocation, a rehearsal will be conducted in 'Convocation Pandal' on 2nd December, 2019 at 02:00 p.m. for which students must report at 01:00 p.m. in the University. All the Ph.D. Scholars, Exemplary Performance students and Gold Medalists must attend this rehearsal, failing which they would not be allowed to attend the Convocation. The students will attend the rehearsal and occupy their allotted seat strictly as per "Seat Allocation".

Reporting for Convocation: Convocation will be held in 'Convocation Pandal' on 3rd December, 2019 at 11:00 a.m. for which students must report at the respective "Attendance Counter" established in the University on 3rd December, 2019 at 08:30 a.m. and get their seat number in the 'Pandal Allotted'.

Convocation Gowns: All the students will compulsorily wear gowns, which will be available on hire from the "Gown Counters" established in the University on 3rd December, 2019 at 09:00 a.m. The gowns will be issued against deposit of Rs. 500/- per gown as security amount (refundable). The hire charges @Rs. 50/- per gown will be deducted when the gowns are deposited back after the Convocation at the Gown Counter. If the Gowns are not deposited by 04:00 p.m. on 3rd December, 2019, full security charges will be forfeited.

General Instructions:

- Only one person (Parent/Spouse) may accompany the student. Details of the same are to be submitted in above mentioned Consent Letter latest by 11 November, 2019 (01:00 p.m.) to ensure necessary seating arrangement.
- Students are requested not to bring any brief case, bag, camera, mobile phone, any electronic gadgets, matchbox, water bottle and eatables inside the University. Students are advised to make their own arrangements for safe custody of their belongings as the University will find it difficult to arrange the same.
- Due to security reason in the University Campus, Vehicles would not be allowed inside the University Campus.


(Dr. Abha Vermani)
Incharge Convocation

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Letter of Consent from Invitees for the Thirteen Convocation

To,

The Controller of Examinations(O),
Guru Gobind Singh Indraprastha University,
Sector 16C, Dwarka,
New Delhi-110078.

Madam/Sir,

I wish to participate in the Convocation scheduled to be held on 3rd December, 2019 and collect my **Ph.D. Degree** 'in person'.

I will be accompanied by _____ who is my parent/spouse.

Signature: _____

Date : _____

Name : _____

Enrolment No.: _____

Name of the University School/Institute/College: _____

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Letter of Consent from Invitees for the Thirteen Convocation

To,

The Controller of Examinations(O),
Guru Gobind Singh Indraprastha University,
Sector 16C, Dwarka,
New Delhi-110078.

Madam/Sir,

I wish to participate in the Convocation scheduled to be held on 3rd December, 2019 and collect my Exemplary Performance Certificate and Plaque 'in person'.

I will be accompanied by _____ who is my parent/spouse.

Signature: _____

Date : _____

Name : _____

Enrolment No.: _____

Name of the University School/Institute/College: _____

(N)

Letter of Consent from Invitees for the Thirteen Convocation

To,

The Controller of Examinations(O),
Guru Gobind Singh Indraprastha University,
Sector 16C, Dwarka,
New Delhi-110078.

Madam/Sir,

I wish to participate in the Convocation scheduled to be held on 3rd December, 2019 and collect my **Certificate of Merit and Gold Medal** 'in person'.

I will be accompanied by _____ who is my parent/spouse.

Signature: _____

Date : _____

Name : _____

Enrolment No.: _____

Name of the University School/Institute/College: _____

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ADMIT CARD for 13th Convocation

Enrolment No. : _____ Programme : _____

Name of Student (In Capital Letters) : _____

Name of the Institute : _____

Father's Name : _____

Address : _____

Name of Accompanying person (one person only): _____

Relation with Student: _____

<p>Affix passport size Photo here</p> <p><u>Photograph of Student</u></p>	<p>Affix passport size Photo here</p> <p><u>Photograph of accompanying person</u></p>
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(Signature of Student) Head of School/Institute/College) Controller of Examination (O)

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