



**Guru Gobind Singh Indraprastha University**  
**Sector 16 C, Dwarka, New Delhi – 110078**  
**Examination Division**

**Guidelines for Eleventh 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 list notified on the University website, who wish their Degrees (in case of Ph.D. Scholars)/ Exemplary Performance Certificate and 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** perform as per Annexure – “D” (**Two copies**) duly verified by the Dean/ Director/ Principal of the School/ Institute concerned latest by **16<sup>th</sup> March 2016 (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 students will collect their Admit Cards duly authenticated from the office of Controller of Examinations latest by **16<sup>th</sup> March, 2016**. **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 17<sup>th</sup> March, 2016 at 3.30 p.m. for which students must report at 02.00 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 seats strictly as per “Seats Allocation”.

**Reporting for Convocation:** Convocation will be held in ‘Convocation Pandal’ on 18<sup>th</sup> March, 2016 at 11.30 a.m. for which students must report at the respective “Attendance Counter” established in the University on 18<sup>th</sup> March, 2016 at 09:00 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 **18<sup>th</sup> March, 2016 at 09:00 a.m.** The gowns will be issued against deposit of Rs.500 per gown as Security (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 March 18<sup>th</sup> 2016, 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 **16<sup>th</sup> March 2016 (01:00 p.m.)** to ensure necessary seating arrangements.
- 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 your 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.

**[Controller of Examinations (O)]**