

48th CONVOCAATION-2018

INSTRUCTIONS

Convocation Venue: Indradhanush Auditorium, Sector 5, Panchkula

The Convocation is scheduled to be held on Saturday, the 13th October, 2018 at Indradhanush Auditorium, Sector 5, Panchkula. The attendance and participation in Rehearsal on 12-10-18 is MANDATORY for all the degree recipients.

The reporting schedule:

Date	Time	Activity	Last time to report
October 12, 2018	2:00 P.M.	Marking of attendance at Department Kiosk at Indradhanush Auditorium	3:00 P.M.
October 12, 2018	3:15 P.M. to 4:30 P.M.	Seat allocation and rehearsal in the auditorium	3: 20 P.M. (The Gates will close at sharp 3:20pm post which no entry will be allowed in the Auditorium)
October 13, 2018	10:00 A.M.	Reporting in the Auditorium at designated seat	10:15A.M.

Marking of Attendance on 12-10-18 at 2 P.M. and subsequent participation in rehearsal is mandatory for every degree recipient. Seat will be allocated during rehearsal only.

All degree recipients attending the convocation must comply with the following instructions.

INSTRUCTIONS FOR REHEARSAL ON 12-10-2018:

1. All degree recipients should report at their Department kiosk for the attendance between **2.00 P.M. to 3.00 P.M.** at the Convocation Venue. After marking the attendance, the student will be issued an admit card by the department for him/herself as well as for the accompanying parents for entry into the Convocation Hall.
2. Admit card will be mandatory for any degree recipient to participate in the rehearsal on 12.10.2018 as well as convocation on 13.10.2018.
3. Rehearsal will start at sharp **3.15 P.M.** at Convocation Venue by Rehearsal Committee.
4. All students should attend the Rehearsal and confirm their respective seat before leaving Convocation hall/venue at **4.30 P.M.**
5. **Robes will be issued only on 12.10.2018 after rehearsal (4:30 P.M. onwards) at designated counters/kiosks.**
6. **ANY STUDENT NOT PARTICIPATING IN THE REHEARSAL WILL NOT BE ALLOWED TO ATTEND THE CONVOCAATION ON 13.10.2018.**

INSTRUCTIONS FOR CONVOCATION ON 13-10-2018:

1. All students must be **seated sharp at 10.15 A.M. on 13-10-2018** at their designated seats. **NO ENTRY SHALL BE ALLOWED AFTER 10.15 A.M.** The admit card issued on 12.10.2018 will be mandatory for the entry to the Convocation Hall on 13.10.2018. No excuse will be entertained.
2. Convocation is a solemn & formal function. You must observe silence and proper decorum during the function. No to and fro walking is allowed during the Convocation. Enter the pandal/Auditorium hall in proper robes.
3. You will stand up when:
 - a) The Academic Procession enters the venue and keep on standing till all the members of the procession occupy their seats on the dais.
 - b) PEC Anthem/National Anthem is being played.
 - c) The Academic Procession leaves the Convocation Hall.
4. The movement in the Convocation Hall/area for receiving degree has to be strictly as instructed during the Rehearsal.
5. **USE OF MOBILE PHONES AND CAMERAS INSIDE THE CONVOCATION HALL IS STRICTLY PROHIBITED.** If used, it will be confiscated by the discipline committee.
6. Parents are welcome to attend the function but no movement for clicking of photographs will be allowed. Admit card is mandatory for the parent's entry and will be issued only on 12.10.2018 from 2.00 - 3.00 P.M. at department kiosk.

List of Faculty members of respective department to be contacted for attendance

Prof. Tripta Goyal, Civil, (Overall Convenor)

Aerospace:	Prof. T.K. Jindal Prof. Tushar Siag
Civil:	Prof. Mohd. Afaq Alam Prof. Pardeep Kumar Gupta
CS&E:	Prof. Sudesh Rani Prof. Gurdit
Electrical:	Prof. Sandeep Kaur Prof. Sulata Bhandari
ECE:	Prof. Nagendra Sah Prof. Jyoti Kedia
Mechanical:	Prof. R. Dang Prof. Chander Kant
Metallurgy:	Prof. R.K. Mahajan Prof. Mamta Sharma
Production:	Prof. C. S. Jawalkar Prof. Suman Kant