

General Guidelines of Convocation for Students

The Convocation of Bhagwant University Ajmer for the students who have successfully completed their Academic Programmes in 2018 will be held on 24th November, 2018 at Bhagwant University, Sikar Road Ajmer.

On Line Registration – cum Confirmation

All students are advised to register on-line at www.bhagwantuniversity.ac.in/convocation latest by **15th November, 2018 12.00 (Mid Night)** in addition to sending their confirmation to the university. The students who do not register on time will not be permitted to attend the Convocation.

The payment gateway for robe / gown purchase has been made available on your online Convocation registration page. This is mandatory as the online registration process will not be complete till online payment has been made. Entry to Campus on the day of Convocation will only be permitted for students who have completed the online registration process including online payment.

The Recipients who are wishing to attend the Convocation are required to:

- a. Submit online request for the same at www.bhagwantuniversity.ac.in
- b. Pay a fee of Rs. 500/- to the University through payment gate way.
- c. Provide complete and correct postal address on which Degree can be dispatched through registered post.
- d. If you are unable to attend please let us know and arrange to receive the degree in absentia; the degree in absentia will be issued starting from the next working day after the Convocation to you or to a person carrying the authorized letter in writing.

Venue- Auditorium Hall – A Block Bhagwant University, Ajmer

Following instructions are to be strictly followed in the Convocation.

Dress	Recipients are advised to dress in formals for the Convocation as indicated below: All Recipients will be issued Robe / Gown at the University and they are required to wear it throughout the function. Those not formally dressed will not be permitted to participate.
	<ul style="list-style-type: none">• The Recipient of the degree is allowed to bring maximum of two /Person guests.• Only parents, blood relations (brother/sister) or spouse of recipients are

<p>Guest</p>	<p>allowed.</p> <ul style="list-style-type: none"> • Children below 10 years of age are not allowed. • Formal dress code will also apply to guests. • Recipients desirous of bringing guests, will forward their particulars along with their confirmation letter in the format given at Annexure – A by 18th October, 2018 12.00 Noon so that appropriate courtesy and hospitality is extended to them.
<p>Participation</p>	<ul style="list-style-type: none"> • All the students graduate, postgraduate and Ph.D. (Up to June 2018) who wish to receive the degree in the Convocation ceremony are requested to register themselves through online portal. • Portal of Convocation is www.bhagwantuniversity.ac.in/convocation. The website has a payment gateway and contains all other relevant information for convocation. • Students whose confirmations are not received by 15th November, 2018 12.00 (Mid Night) will not be allowed to attend the Convocation. • Students who have confirmed, are required to report/register at the stipulated time as given in programme schedule. • Detailed instructions on the Conduct of the Convocation will be issued separately at the time of the registration also.
<p>Timings</p>	<ul style="list-style-type: none"> • Final rehearsal is scheduled on Nov.23, 2018 at 2 PM onwards at Convocations venue. Candidates who are not present at the rehearsal will not be allowed in the Convocation proceeding under any circumstances. • The Recipients of the degrees, after registration by the stipulated time, are to be seated in the Convocation Hall latest by 09.00 AM for participation in programme. • Once seated, there will be no unnecessary movements in the Convocation Hall and perfect discipline is to be maintained. • The Recipients must not leave the Convocation Hall before the function is over and the Academic Procession has left the Hall. • The Recipients should make their travel plans keeping in mind that the convocation will not be over before 2.30 PM
<p>Procession</p>	<p>All present in the Convocation Hall must rise when the Academic Procession enters and when the Academic Procession leaves the Hall</p>
<p>Refreshment</p>	<p>Refreshments will be served before the convocation and lunch will be served after the main convocation</p>

Degrees, Grade Cards and Value Addition Certificates	The Degrees, Grade Cards and Value Addition Certificates will be presented by the respective HoDs at designated degree distribution venues
Photography	<ul style="list-style-type: none"> • Photography facility will be available for the graduands if they wish to get themselves photographed. • Graduands can make payment to the Account's counter available in Photography enclosure. The Photographs will be handed over instantly.
Decorum	<p>The use of mobile phone is strictly prohibited at the Convocation venue. Students will not allow taking photograph during ceremony. Four photographers will be present on the venue to cover each and every minute and soft copy will be uploaded within seven days on the web site or on relevant platform.</p> <p>However after the closing the ceremony, 30 minutes will be provided for group photos etc. or individual.</p> <p>Belongings of Candidates can be allowed only & checking on the venue with prior permission.</p>

The degree distribution will start from 11.000 AM at the designated venue. Therefore, you are advised to be seated at your designated seat latest by 10.45 AM.

Entry into the Degree / Diploma Distribution Venue	10:00 AM to 10:45 AM
Briefing for Degree/Diploma Distribution	11:00 AM to 12:30 PM
Group photograph at Venue and Individual Photograph at University Reception C Block (After Degree Distribution Ceremony is over)	12:45 PM to 01:30 PM
Dining Hall A Block Ground Floor	01:30 PM to 02:30 PM

Note: All Graduands are requested to reach the Convocation Venue in time. However, recipients who have registered but reported late after closing of registration, should report to the late comers venue for issue of Robe and Refreshment A fee of Rs. 500/- will have to be paid.

Student Registration Form

Enrollment No			
Year of Pass			
Branch			
Name of Student			
Father Name			
Mother Name			
Gender			
Address			
	Pin-	State	
Telephone			
E-mail:			
If student already taken degree	Yes/ No	If student already taken degree should bring original degree.	
Attachment 1	Final Semester Mark sheet		
Attachment 2	Photo		
Confirmation to attend rehearsal- 23rd November 2018, 2.00 PM		Yes	No