



# BHAGWANT UNIVERSITY

(Established under Govt. of Rajasthan Act No 18 of 2008 & Approved By UGC)  
Sikar Road, Ajmer-305004 (Rajasthan) India

## General Guidelines of Convocation for Students

The Convocation of Bhagwant University Ajmer for the students who have successfully completed their Academic Programmes in the academic session 2018-19 will be held on 18<sup>th</sup> November, 2019 at Bhagwant University, Sikar Road, Ajmer, Rajasthan.

### **On Line Registration cum Confirmation**

All students are advised to register on-line at [www.bhagwantuniversity.ac.in/convocation](http://www.bhagwantuniversity.ac.in/convocation) latest by **05<sup>th</sup> November, 2019 12.00 (Mid Night)** in addition to sending their confirmation to the university. The students who do not register in time will not be permitted to attend the Convocation.

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

- Submit online request for the same at [www.bhagwantuniversity.ac.in](http://www.bhagwantuniversity.ac.in)
- Pay a fee of Rs. 1,000/- to the University through payment gateway.
- 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- A-Block, University Campus, Ajmer**

Following instructions are to be strictly followed in the Convocation.

<b>Dress</b>	<ul style="list-style-type: none"><li>Degree recipients are advised to wear prescribed dress as mentioned below: <b>Males</b> White Shirt and Black Trouser in combination of Black Shoes. <b>Females</b> White Salwar Suit with White Dupatta in combination of Black Loafers/Shoes/ Sandle.</li><li>Convocation Gown will issue to all recipients at the University and they are required to wear it throughout the function. Recipient has to pay Rs. 500/- for Convocation Gown which will refund after submission of Gown to counter.</li><li>No recipients will be allowed to attend the convocation ceremony in a dress other than one specified for the convocation.</li></ul>
<b>Guest</b>	<ul style="list-style-type: none"><li>The Recipient of the degree is allowed to bring maximum of two Person/Guest.</li><li>Only parents, blood relations (brother/sister) or spouse of recipients are allowed.</li><li>Children below 10 years of age are not allowed.</li><li>Formal dress code will also apply to guests.</li><li>Recipients desirous of bringing guests, will forward their particulars along</li></ul>

	with their confirmation letter in the format (Form-A) uploaded on website by 05 <sup>th</sup> November, 2019 12.00 (Mid Night) so that appropriate courtesy and hospitality is extended to them.
<b>Participation</b>	<ul style="list-style-type: none"> <li>• All the under graduates, graduates, postgraduates, M. Phil. and Ph.D. (Academic Session 2018-19) who wish to receive the degree in the Convocation ceremony are requested to register themselves through online portal.</li> <li>• Portal of Convocation is <a href="http://www.bhagwantuniversity.ac.in/convocation">www.bhagwantuniversity.ac.in/convocation</a>. The website has a payment gateway and contains all other relevant information for convocation.</li> <li>• Students whose confirmations are not received by 05<sup>th</sup> November, 2019 12.00 (Mid Night) will not be allowed to attend the Convocation.</li> <li>• Students who have confirmed, are required to report/register at the stipulated time as given in programme schedule.</li> <li>• Detailed instructions on the Conduct of the Convocation will be issued separately at the time of the registration also.</li> </ul>
<b>Timings</b>	<ul style="list-style-type: none"> <li>• Final rehearsal is scheduled on Nov.17, 2019 at 02:00 pm onwards at Convocations venue. Candidates who are not present at the rehearsal will not be allowed in the Convocation proceeding under any circumstances.</li> <li>• The Recipients of the degrees, after registration by the stipulated time, are to be seated in the Convocation Hall latest by 10.30 am for participation in programme.</li> <li>• Once seated, there will be no unnecessary movements in the Convocation Hall and perfect discipline is to be maintained.</li> <li>• The Recipients must not leave the Convocation Hall before the function is over and the Academic Procession has left the Hall.</li> <li>• The Recipients should make their travel plans keeping in mind that the convocation will not be over before 02.30 pm</li> </ul>
<b>Procession</b>	<ul style="list-style-type: none"> <li>• All present in the Convocation Hall must rise when the Academic Procession enters and when the Academic Procession leaves the Hall</li> </ul>
<b>Refreshment</b>	<ul style="list-style-type: none"> <li>• Refreshments will be served before the convocation and lunch will be served after the main convocation</li> </ul>
<b>Degrees, Grade Cards &amp; Value Addition Certificates</b>	<ul style="list-style-type: none"> <li>• The Degrees, Grade Cards and Value Addition Certificates will be presented by the respective HoDs at designated degree distribution venues</li> </ul>
<b>Photography</b>	<ul style="list-style-type: none"> <li>• Photography facility will be available for the graduands if they wish to get themselves photographed.</li> <li>• Graduands can make payment to the Account's counter available in Photography enclosure. The Photographs will be handed over instantly.</li> </ul>
	<ul style="list-style-type: none"> <li>• The use of mobile phone is strictly prohibited at the Convocation venue. Students will not allow taking photograph during ceremony. Four</li> </ul>

<b>Decorum</b>	<p>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> <ul style="list-style-type: none"> <li>• However after the closing the ceremony, 30 minutes will be provided for group photos etc. or individual.</li> <li>• Belongings of Candidates can be allowed only &amp; checking on the venue with prior permission.</li> </ul>
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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 10.30 am.

Entry into the Degree/Diploma distribution venue	10:00 am to 10:30 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. 1000/- will have to be paid.