



**Ist ANNUAL CONVOCATION**  
**Friday, 17<sup>th</sup> September, 2021, 11 AM**  
**Reporting time: 9:00 AM**

**INSTRUCTIONS TO THE STUDENTS**

- (1) All students are required to bring ID-card and invitation to the convocation (Hall-ticket) and produce at the entry gate of the venue of convocation or whenever asked
- (2) There will be a **mandatory rehearsal** on Thursday, 16<sup>th</sup> September, 2021 at 11: 00 AM at the main campus at Dudhola to familiarize the participants.
- (3) The recipients of the Degree in person must attend the **mandatory rehearsal**. They must follow the instructions and remain in their seats in the specified venue of the convocation ceremony of the main campus at Dudhola.
- (4) Candidates who are to receive the Degree in person will be allotted a seat. A list showing the allotted seat numbers will be displayed outside the venue.
- (5) Candidate should report latest by 09.30 AM.
- (6) **IMPORTANT:** Due to COVID-19 Pandemic and Govt. guidelines Parents/Guests will not be allowed with the candidate.
- (7) Candidates should appear in academic costume in the Convocation.
- (8) Students can get the academic costume from Dr. Rajesh Kumar (AR, Academic Branch) and Dr. Lalita (Faculty, SFHAS) and both can be contacted for necessary information.

**SPECIAL INSTRUCTIONS/SAFETY MEASURES IN VIEW OF COVID-19 PANDEMIC**

The Candidates are advised to adhere to the following to maintain the sanctity and tradition of the Convocation Ceremony:

- i) **Mandatory use of face covers/masks, hand sanitizer and hand gloves.**
- ii) **Physical distancing of at least 6 feet to be followed.**
- iii) **Maintain strict silence, discipline** and decorum during the entire ceremony
- iv) No request for receiving the degree “in Person” shall be entertained once the final roll call is over.
- v) Stand up when the procession enters the Hall and keep standing till members of the procession take their respective seats.



**SHRI VISHWAKARMA SKILL UNIVERSITY**  
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vi) Stand up for the National Anthem and remain standing till the Procession, Distinguished Guest and other guests leave the Hall.

vii) Follow the instructions of the officials on duty in the Hall.

viii) All participants will stand for the National Anthem. The closing of the Convocation will be declared by the Chancellor. All participants and dignitaries will remain seated till the Convocation is closed.

**Movement of Students across the Stage**

The students would come on the stage one by one and receive their degrees.

**Mentor/ Faculty on duty will ensure that students go on to the stage strictly as per the announcement/ order decided without creating any kind of confusion.**

**DON'TS:**

- No Late Entry.
- No plastic bags, water bottles and edibles inside the Convocation Hall.
- **No mobile phone, camera or gadget is allowed in the Convocation Hall. There will be no arrangement for safe keeping of belongings at the venue.**
- Do not enter the Hall after the academic procession has arrived into the Convocation Hall. Please note that by doing so, you are showing your disrespect for the entire event.
- Do not move around in the hall while the degrees/certificates are being presented.
- Do not murmur, clap or whistle in the Convocation Hall.

**Disciplinary Committee**