



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)
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Ref. No: SVSU/2021/DAA/154

Date: 14/09/2021

OFFICE ORDER

The rehearsal of the first convocation, SVSU will be conducted on 16th Sep 2021 at 11:00 AM at Dudhola Campus. All the candidates are required to join the rehearsal. The reporting time will be at 10:00 AM sharp. It is mandatory for all to attend the same. The candidates who will not attend the rehearsal, will not be awarded Degree/Diploma during the Convocation.

Dean Academic Affairs



Copy to:

- 1) All Deans for information
- 2) OSD to VC for information
- 3) PA to Registrar for information

Guidelines for Students for Joining the proceedings of the 1st Convocation-2021

Convocation Rehearsals on 16.09.2021 (Thursday), Reporting at 10:00 A.M Convocation Ceremony on 17.09.2021 (Friday), Reporting at 8:30 A.M

1. **Certification/Diploma/Degree/PG Diploma** will be conferred to the graduands in the convocation program on dated 17/09/2021. Graduands will report at 8:30 A.M. onwards at CSA dudhola for joining in the convocation ceremony. Graduands are also informed that there will be rehearsal for the convocation ceremony on 16/09/2021 from 09:00 A.M onwards at CSA dudhola. So they will necessarily attend the rehearsal, those who will not attend the rehearsal will not be allowed to join the convocation ceremony.
2. All graduating students receiving degree in person are advised to collect Admit Cards, food Coupon. Convocation robe will be issued on the day of Convocation 17 September 2021. Entry to the institute will be permitted only after showing this letter (hard/ soft copy) and vaccination Certificates/ RT-PCR report. No guest will be allowed with the graduands.
3. On the day of rehearsal and convocation, graduands will occupy the seats allotted to them.
4. Rehearsals will start at 9:00 AM.
5. During the rehearsal student should keep the mobile phone switched off and carefully listen to the instructions. Student will observe complete silence and keep on sitting on the allotted seats.
6. A briefing will be given about the procedure for distribution of degrees as well as protocol to be observed during the function.

Students are advised to remain standing at the following occasions:

1. At the time when academic procession enters the hall and till they take their seats
2. At the time when the Registrar makes the following announcement and reads the Citation:
3. "Let the candidates for the various degrees be presented."

{All the candidates will rise in their seats and keep standing until the citation below is read by the Registrar}

("As Directed by CoE, Oath to be provide by PA to Registrar")

{All the graduands will take their seats after the above citation is read by the Registrar}

4. At the time when the Registrar makes the following announcement:
"Let the Oath be administered."

{All the graduands will rise in their seats and keep standing till the oath is administered}.

5. At the time of national anthem
6. At the time when the academic procession departs and leaves the hall.

IMPORTANT NOTES:

- i. Degrees will be awarded to only those who will attend the rehearsals
- ii. Attendance at rehearsal is compulsory. Those who fail to attend the rehearsal will not be allowed to attend the main function.

Instruction for Covid-19

1. Only vaccinated graduands will allow the rehearsal & convocation ceremony.
2. Non vaccinated graduands will come with the report of RT-PCR.
3. Graduands with positive Covid-19 report will not be allow the rehearsal & convocation ceremony.
4. Graduands will ensure to observe the following Covid-19 guidelines.
 - i. Physical distancing of 6 feet to be followed.
 - ii. Use of face masks is mandatory.
 - iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
 - iv. Spitting shall be strictly prohibited.