

19th CONVOCATION: TUESDAY 21st FEBRUARY 2023

Venue: VNSGU Convention Hall, Surat

IMPORTANT INSTRUCTIONS FOR THE DEGREE AWARDEES

Session 1 (8:30 am to 1:30 pm)	PhD, M.Tech, M.Sc.	Pass out in Academic year 2020-21 and 2021-22	Morning Session
Session 2 (2:30 pm to 7:30 pm)	B.Tech.	Pass out in Academic year 2020-21 and 2021-22	Afternoon Session

1. Please take your **SEAT** in the Convocation Hall latest by 8:30 AM for Session 1 and 2:30 PM for Session 2 on the day of Convocation (21st February 2023) before the commencement of the Convocation and don't leave your SEAT throughout the function except while receiving the Certificate / Medal / Prize. After receiving the Certificate / Medal / Prize, you should come back to your seat only.
2. **Dress Code: White Shirt and dark trouser for Gents
White Kurti/Light colored Sari for Ladies**
3. Please put on **SCARF** throughout the Convocation function.
4. **You are expected to maintain dignity of the sacred event by observing discipline throughout the function. Please remain silent and avoid creating noisy scenes.**
5. Please switch off your **MOBILE PHONE**.
6. You should maintain the **SEQUENCE**, while proceeding to receive degree Certificate / Medal / Prize as per the guidance of the team of faculty members. Proceed as per your serial number and return to your allotted seat only.
7. All the members of audience are required to rise when Convocation Procession enters the Hall in the beginning as well as when the procession leaves at the end of the function.
8. Please do not leave the hall without taking the **PLEDGE**.
9. Please **LISTEN** to the instructions given by Master of Ceremony carefully and act accordingly.
10. Please note - Once the function commences, no one will be allowed to **ENTER / LEAVE** the Hall till the event is formally concluded. The gates will be closed during the programme.
11. **PHOTOGRAPHS of all the degree recipients will be clicked by the official photographer of the institute only. Private / individual photography is not permitted.** Degree awardees will be able to download their photographs from the institute web site.
12. Children are NOT allowed in the Convocation Hall.
13. Parents are allowed to seat in convocation Hall as per prior intimation / confirmation.

14. For Session 2 attendee: Convocation Lunch is arranged at New Central Library Complex for all B.Tech. Degree Awardees (Session 2 attendee) on 21st February 2023 during 12:00 noon - 1:30 pm
15. For Session 1 attendee: Convocation Lunch is arranged at Staff Club for all PhD, M.Tech., M.Sc. Degree Awardees (Session 1 attendee) on 21st February 2023 during 2:00 pm to 3:00 pm.
- 16. For the parents of Degree Awardees, the lunch coupon is available on chargeable basis at the time of registration. Only single parent is allowed in the Convocation hall due to limited seats availability.**
17. Institute Buses (3 in number) are arranged for transportation of degree awardees to the Convocation venue. The buses will start from Central Library complex at 7:30 am for Session 1 and for Session 2, from 12:30 pm onwards.
18. For any query regarding registration the contact details will be provided soon.

DEAN (ACADEMIC)
Chairman, 19th Convocation