



झारखण्ड केन्द्रीय विश्वविद्यालय

Central University of Jharkhand

(Established by an Act of Parliament of India, 2009)

ब्राम्बे, राँची / Brambe, Ranchi - 835205

CUJ/CoE/2019/89/980

Date 18.02.2020

1st Convocation of CUJ- 2020

Instruction for Graduands

1. Students who have submitted application to receive the degree in convocation must report at permanent campus of Central University of Jharkhand at Cheri Manatu at 9.30 am on 28th February, 2020 in the prescribed academic dress to participate in rehearsal. After 9.30 am on the day of convocation ceremony no graduand will be permitted to enter the venue.
2. Hon'ble President of India will confer the degree to all graduands in the ceremony and graduands will acknowledge the same by standing up in their respective places. The order of degrees distribution on the stage will be first Ph.D awardees followed by CUJ medal winners.
3. The 'convocation attire' prescribed as part of academic dress will be provided by the university as per notification no. CUJ/CoE/2019/89/980 dated 14.2.2020. The Mysore petta can be retained by the student as a souvenir.
4. Those students who cannot collect the convocation attire and invitation card on 27.2.2020 due to genuine reasons can collect on 28.2.2020 between 7.30 am to 9.00 am.
5. Convocation attire will be given to the students upon showing the proof of registration for convocation to only those students who have registered themselves for convocation. Please bring fee receipt/acknowledgement as a proof.
6. Those students, who have registered themselves for convocation and could not attend the convocation ceremony due to unavoidable reasons, can collect their degree certificates subsequent from the CoE office on any working day of the university during office hours.
7. Participation in the rehearsal is compulsory. Those who are late to arrive or remain absent in the rehearsal shall not be allowed to participate in the Convocation Ceremony. They may watch the proceedings on live web cast or other media available.
8. Please carry your photo ID card with you.

DISCIPLINE, BEHAVIOUR AND ETIQUETTE

1. Mobile phones MUST be switched off inside the venue during the ceremony.
2. Please maintain the decorum of the Convocation by not engaging yourself in activities like cross talking, standing for no reason etc. Please avoid these activities inside the venue that may disturb the solemnity of the Convocation.



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3. When the Convocation procession enters in or moves out of the venue and when the National Anthem is played, all students and all those present must stand up.
4. All are expected to listen carefully and follow the instruction/announcements being given during the ceremony.
5. **Ph.d Degree, Gold Medalists and other awards** – All recipients of the Gold Medals, Chancellor's Medal, Ph.D. degree and other awards will stand in the sequence as prescribed during the rehearsal. As soon as your name is called, use the designated side stairs to get on the stage and leave the stage from the opposite side or as per instruction of concerned faculty member during the rehearsal.
6. Remember to greet the Chief Guest, Chancellor and Vice Chancellor soon after receiving the Gold Medal/Awards and the degree certificate folder.

CONVOCATION FOLDERS

1. Please receive the convocation folders from the respective counters after completion of the formal Convocation proceedings in the Venue.
2. Designated faculty members/Official, after confirming the identity, details of fee paid for convocation, will obtain signatures in the degree register and then issue the Convocation folders with the certificates.

PHOTOGRAPHY/VIDEOGRAPHY

1. Designated Photographers will take the photographs of all the students receiving their degrees on stage.
2. Graduands are expected to avoid clicking pictures and selfie during the ceremony.
3. Except for designated professional/official/press photograph, no one else is permitted to take photographs during the convocation. Please respect this to maintain discipline during the Convocation ceremony.

ACCOMPANYING PARENTS/SPOUSE OF DEGREE RECIPIENTS

1. Maximum of two persons per degree recipient will be permitted to enter the University Auditorium. For this, convocation passes must be obtained from the designated counters. The accompanying persons shall carry ID cards and take seats in separate area designated for them. Seats will be offered on first come first served basis. Issue of convocation pass does not guarantee availability of seats.
2. No persons except for those on duty shall be allowed to stand in venue while the convocation proceedings are on.
3. Please cooperate and follow the instructions given by the volunteers/faculty members/officials/security staff.



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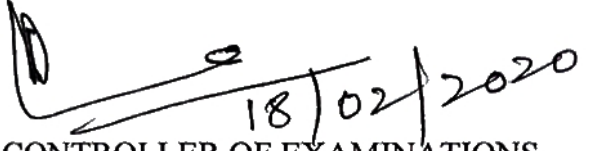
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LUNCH/DINNER :

1. All graduands and their accompanying family member (two) participating in the convocation ceremony are invited for Lunch/dinner at permanent campus before/after the convocation ceremony.

GENERAL INSTRUCTIONS:

1. Ensure that you carry minimum luggage as you come for the convocation. Please do not carry heavy luggage which will not be allowed for security reasons.
2. Please be careful and secure your belongings, the University shall not be responsible for the loss of any of your belongings.
3. It is anticipated that all the participants will strive to keep the University campus clean.


18/02/2020
CONTROLLER OF EXAMINATIONS

Copy to:

1. PS to the Vice Chancellor
2. PS to the Registrar
3. University Website.