



Baddi University of Emerging Sciences and Technology

3rd CONVOCATION-2024

INSTRUCTIONS

Convocation Venue: Baddi University of Emerging Sciences and Technology, Baddi.

The Convocation is scheduled to be held on Saturday, the **16th March, 2024** at **Baddi University of Emerging Sciences and Technology, Baddi**. The attendance and participation in **Rehearsal on 15-03-2024 is MANDATORY** for all the degree recipients.

The reporting schedule:

Date	Time	Activity	Last time to report
15 th March, 2024	2:00 P.M.	Marking of attendance at Registration Desk	3:00 PM
15 th March, 2024	3:30 PM to 4:30 P.M.	Seat allocation and rehearsal	3: 20 P.M. (post which no entry will be allowed)
16 th March, 2024	9:30 A.M.	Reporting at convocation venue at designated seat	10:00A.M.
16 th March, 2024	9:30 A.M.	Start of Academic procession	10:30 A.M.

Marking of Attendance on 15-03-2024 at 02:00 P.M. and subsequent participation in rehearsal is mandatory for every degree recipient. Seat will be allocated during rehearsal only.

All degree recipients attending the convocation must comply with the following instructions.

INSTRUCTIONS FOR REHEARSAL ON 15-03-2024:

1. All degree recipients should report at their Department/School kiosk for the attendance between **02:00 P.M. to 03:00 P.M.** at the Convocation Venue. After marking the attendance, the student will be issued an admit card by the department for him/herself as well as for the accompanying parents for entry into the Convocation Venue.
2. Admit card will be mandatory for any degree recipient to participate in the rehearsal on 15-03-2024 as well as convocation on 15-03-2024. Rehearsal will start at sharp **3:15 P.M.** at Convocation Venue by Rehearsal Committee.
3. All students should attend the Rehearsal and confirm their respective seat before leaving Convocation Venue/venue at 4:30 P.M.
4. **Robes will be issued only on 15-03-2024 after rehearsal (4:30 P.M. onwards) at designated counters/kiosks.**

5. Any student not participating in the rehearsal will not be allowed to attend the convocation on 16-03-2024.
6. **Degree recipients will have to pay Rs. 1100 in cash as security and robe charges (Refundable Rs 500/- while submitting back the robe). Lunch will be provided in university on 16th March, 2023.**

INSTRUCTIONS FOR CONVOCATION ON 16-03-2024:

1. All students must be **seated sharp at 10:15 A.M. on 16-03-2024** at their designated seats. **NO ENTRY SHALL BE ALLOWED AFTER 10:15 A.M.** The admit card issued on 15-03-2024 will be mandatory for to the Convocation Venue on 16-03-2024. No excuse will be entertained.
2. Convocation is a solemn & formal function. You must observe silence and proper decorum during the function. No to and fro walking is allowed during the Convocation. Enter the Venue in proper robes.
3. You will stand up when:
 - a) The Academic Procession enters the venue and keep on standing till all the members of the procession occupy their seats on the dais.
 - b) National Anthem is being played.
 - c) The Academic Procession leaves the Convocation Venue and keep on standing till all the members of the procession leave the Venue.
4. The movement in the Convocation Venue/area for receiving degree has to be strictly as instructed during the Rehearsal.
5. **USE OF MOBILE PHONES AND CAMERAS INSIDE THE CONVOCATION VENUE IS STRICTLY PROHIBITED.** If used, it will be confiscated by the discipline committee.
6. Parents are welcome to attend the function but no movement for clicking of photographs will be allowed. Admit card is mandatory for the parent's entry and will be issued only on 15-03-2024 from 2:00 – 3:00 P.M. at department kiosk.

List of Faculty members of respective department to be contacted for attendance on 15th & 16th March 2024

Dr. Poonam Bassi, SMS, (Overall Convener)

EE & ECE	Ms. Parul (ECE) Ms. Archana (ECE)
CE	Mr. Panshul Jamwal (CE)
SOS	Dr. Manjula (SOS) Ms. Kamyia Kalyan (SOS)
SPES	Ms. Kiranjeet (SPES) Ms. Priyanka (SPES)
SMS	Ms. Anita (SMS) Ms. Narinder Kaur (SMS)

CSE & CA: Ms. Anmol (CSE)
Ms. Pratima (CA)

ME Mr. Neeraj (ME)

SOAS Ms. Gurbaksh Kaur (SOAS)
Dr. Manish Sharma (SOAS)

