

**Assessment, Evaluation and Student Progression**

AUD/19-2/2023/Notification/1243

Date: 14<sup>th</sup> Dec 2023**12<sup>th</sup> Convocation 2023. Instructions for Students Attending the Convocation**

The 12<sup>th</sup> Convocation is going to be held on the 20<sup>th</sup> of December 2023 at the Kashmere Gate Campus of the University. In this context, all students participating in the Convocation are requested to adhere to the following instructions in letter and spirit.

1. The Reporting Time for Students will be 09:00 a.m. Students must be dressed in formal dress.
2. Due to the space constraint, only Ph.D students are allowed to bring any two guests of their choice to the Convocation Ceremony.
3. Students can enter the convocation venue from the IGDTUW Gate or Dr. B.R. Ambedkar University main gate showing their University ID card or in its absence any government-issued photo id card to security personnel.
4. Students must register at the counter of their School between 09:00 a.m. and 11:00 a.m. Room numbers of the counters will be displayed in the campus. They will be issued an ID slip, food coupons and a Convocation scarf against a security deposit of Rs. 1,500 in cash. The scarf is part of the required dress for the convocation and obtaining and wearing it is mandatory. Students are also requested to make sure that the scarfs are not damaged or soiled during the course of the day.
5. Students can collect breakfast packet on the basis of the coupon issued to them from breakfast counter.
6. Students use their ID slip to proceed to main pandal (tent) and take their seats in the areas designated for their School. Ph.D. students will sit in the front row followed by M.Phil. Students. Please keep your phone silent and maintain utmost decorum during the ceremony. Please stand when called upon by the Deans of your School and for the National Anthem at the end of the ceremony.
7. Following the ceremony, students can proceed to lunch venue reserved for students near the IGDTUW Parking and have lunch.
8. Students need to proceed to designated point at designated time for group photograph after lunch (see list attached). The University has set up four photography points with dedicated photographers at each for group photographs.
9. Students may then proceed to designated rooms at designated time for degree distribution (see list attached). Photographers will not be able to visit these rooms for photography.
10. Students may return the scarf to the School staff after obtaining their degree and collect the security amount deposited by them. The scarf should be clean and in undamaged and untarnished condition. The scarf not returned or returned in untidy/damaged condition shall be considered sold to the students and deposit will be forfeited.

  
Jyotirmoy Bhattacharya,  
Officiating Dean, AES

**Dean**

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**TWELFTH CONVOCATION**  
**VENUES FOR GROUP PHOTOGRAPHS AND DEGREE DISTRIBUTION**

Name of Schools	Photo Time (3:15) pm	Registration (9:00 a.m.) and Degree Distribution (3:45 pm)
School of Culture and Creative Expressions	Photo stand near SUS office	N5
School of Liberal Studies	Photo stand at Venue	CR-3 for registration; 313 (History), 309-10 (Economics), and 304 (Sociology) for degree distribution.
School of Human Studies	Photo Stand at CR area	CR-4
School of Human Ecology	Photo Stand at Venue	311
School of Law & Governance	Photo Stand at CR area	CR-2
School of Global Affairs	Photo stand at Venue	CR-12
School of Business Public Policy and Social Entrepreneurship	Photo stand near SUS office	NL2
School of Development Studies	Photo stand near SUS Office	CR-5
School of Letters	Photo Stand at CR area	CR-1
School of Education Studies	Photo Stand at Venue	N4
School of Design	Photo stand at CR area	CR-6
School of Undergraduate Studies	Stage	CR10 for registration; The stage for degree distribution
School of Vocational Studies	Photo stand near SUS Office	CR-11
School of Heritage Research and Management	Photo Stand Near SUS Office	CR-7

  
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