



# GIET UNIVERSITY

GUNUPUR – 765 022, Dist. Rayagada, Odisha, India

**Ref. No: 4744/GIETU/2023**

**Date:18 /12/2023**

## Guidelines for Degree Recipients

It is for information to all degree recipients that 1<sup>st</sup> Convocation will be held on 29<sup>th</sup> Jan 2024 at the University Premises. The timings and detailed schedule of the event will be notified shortly. In this regard, please note the following points:

1. **Registration:** Convocation Registration Fees of Rs.1000/- (Rupees One Thousand) can be paid online by using any digital mode of payment platform like Phone Pe, Google Pay and Paytm etc. to the University Account. The account details are mentioned below

**Account Holder Name:GIET UNIVERSITY, GUNUPUR**

**Account Number: 38401477840**

**IFSC Code: SBIN0017769**

After Paying the Convocation Registration Fees, Upload the Transaction detail (**Receipt having UTR Number**) to the Google form <https://forms.gle/Bq6ozrLkHxyTHVTZ6> by using your credential.

The degree recipients who have registered successfully must report at the Registration Counter on 28<sup>th</sup> January 2024 from 9:00 AM to 1:00 PM.

2. **Robes:** The Academic Robes shall be available on hiring basis and supplied by the registered vendor identified by University on payment basis (Rs.300/- as Hiring Charges and 1000/- as security Deposit). For operational convenience, the academic robes will only be issued after verification. The registered students are to collect the robes in the Convocation Venue against security deposit and hiring charge in cash (Rs.1300/-). Students have to return the robes immediately after the convocation. Their security deposit (Rs.1000/-) will be returned in cash on returning the robes.No degree recipients shall be allowed to enter the convocation venue without robe.

3. **Dress code:** The following dress code is to be strictly followed for Degree Awardees on the day of convocation.

Male Students:

- Robs(On Hiring basis by Registered Vendor identified by University)
- Uttaria (To be supplied by University )
- Lightcolor shirts/ Dark color Pant (own arrangement).

Female Students:

- Robs(On Hiring basis by Registered Vendor identified by University)
- Uttaria (To be supplied by University )
- Light color Salwar or Saree / Dark color Pant(own arrangement).

The degree recipients are requested to wear proper footwear befitting the occasion.However, slippers and high heel sandals are strictly not permitted.

4. **Accommodation:** Shared Accommodationshall be provided to the Gold Medalists and Ph.D. Degree recipients in various Halls of Residence, on request, within the University campus on first come first serve basis with a payment of Rs.200/- per person per day. You may contact local Hotels directly for accommodation for you and accompanying persons.
5. **Rehearsal:** Pre convocation rehearsal will be held on 28<sup>th</sup>Jan 2024 (**3.00 P.M onwards**)for Ph.D. Degree recipients and Gold Medalists at the convocation venue. These rehearsals area must to attend the convocation. Attendance shall be recorded for the same. You have to report for the rehearsal 30 minutes prior to the given time, to the concerned Coordinator.
6. **Photograph/Video:**Inside the convocation hall, photography is prohibited. Official convocation photograph of each student and complete video of the proceedings will be made available afterwards.

#### 7. **General Rules:**

- **It is mandatory that all the candidates who have successfully registered for convocation bring the photocopy of the Provisional certificate and produce the same before Registration Desk. Those who have not taken the Provisional certificates are advised to take the certificate as soon as possible from University.**
- Only one person per graduand can witness the convocation at the venue.
- Those who do not register to attend the convocation shall receive their degree certificate after the convocation.

- All the graduating students' must occupy their allocated seats on 29<sup>th</sup>Jan 2024 by at least 1 hour before the commencement of the Convocation programme. No student shall be allowed to enter the hall after this deadline.
- After entering the academic procession, no one will be allowed to move. They are requested to maintain silence and decorum for smooth conduct of the convocation.
- All are requested to strictly follow the instructions .Breach of Protocol may lead to disciplinary action.

**8. Important Contact Number :**

For any emergency need or for any academic help you may contact the following number for any assistance

For any Enquiry Write to: <a href="mailto:convocation@giet.edu">convocation@giet.edu</a>			
SI No	Committee	Members	Mobile Number
1	Registration	Dr.K.Murali Gopal	7381847333
2	Robes	Dr.Biswajit Dalai	9861119437
3	Medals &Certificates	Dr.Ajit Patro	9437723635
4	Accommodation	Dr.Madhusudan Patro	9938898378
5	General Information	Dr.Radha Krushna Padhi	7326885920

  
 Registrar  
**GIET UNIVERSITY,**  
 GUNUPUR.  
 Registrar  
 GIET University, Gunupur