

3rd CONVOCATION: 02 NOV 2018

INSTRUCTIONS FOR DEGREE RECIPIENTS

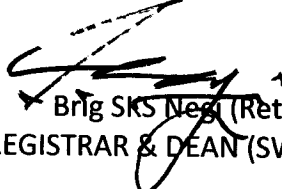
1. Convocation for students of 2016 to 2018 pass out batches will be held in Tagore Hall on 02 Nov 2018 from 12.00 Noon onwards. Detailed programme will be intimated later.
2. **Rehearsal and Briefing:** Rehearsal of the convocation process will be held on 01 Nov 2018 at 4.00 PM in Tagore Hall. It is mandatory for all degree recipients to attend the rehearsal. Those not able to attend the rehearsal will not be allowed to attend the convocation.
3. **Intimation:** All desirous degree recipients are requested to intimate their willingness to attend the convocation at vikas.shukla@juet.ac.in by 5 PM on 25 Oct 2018 positively.
4. **Accommodation:** Limited hostel type multiple seater accommodation is available at the campus. The accommodation will be limited to the degree recipients only on a first come first serve basis for stay on 1st & 2nd Nov 18. Hostel accommodation is not available for parents, relatives & guests, they have to make own arrangements. Request for accommodation should be sent at kp.mishra@juet.ac.in by 25 Oct 2018, failing which accommodation will not be allotted. Allotted accommodation details will be put on university website by 30 Oct 18.
5. **Gowns:** All degree recipients will be issued convocation gown at 9.00 AM on 01 November 2018 with refundable security deposit of Rs.500/-. The degree recipient must return the gown within two hours of the event and take back the security deposit.
6. **Arrival and Departure:** The degree recipients must arrive on 01 Nov 2018 by 12.00 Noon so that they can attend the rehearsal at 4.00 PM on the same day. The degree recipients and guests are expected to leave by 7.00 PM on 02 Nov 2018 after the event.
7. Tentative programme of the event is as under:-

(a) 01 Nov 2018

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|------|-------------------------|-----------------------------------------------------|
| (i) | 04.00 PM | Rehearsal in Tagore Hall followed by Alumni meeting |
| (ii) | 07.30 PM to
09.30 PM | Dinner in Annapurna |

(b) 02 Nov 2018

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|-------|----------------------|-----------------------------------------------------------------------------------------------|
| (i) | 07.30 to 09.00 AM | Breakfast in Annapurna |
| (ii) | 10.00 AM to 11.30 AM | Issue of Gowns, Collection of Degree, Assembly in Tagore Hall and seated as per seating plan. |
| (iii) | 12.00 to 02.00 PM | Convocation |
| (iv) | 02.00 PM to 3.00 PM | Lunch in Annapurna |
| (v) | 03.00 PM onwards | Return of the gowns and dispersal. |


Brig SKS Negi (Retd)
REGISTRAR & DEAN (SW)