

JUET GUNA
4th ANNUAL CONVOCATION: 2024

My Dear Alumnus (pass out batch – 2019, 2020, 2021, 2022)

1. On behalf of the Board of Management of Jaypee University of Engineering & Technology, Guna, I extend you most cordial invitation, to join us on the auspicious occasion of Annual Convocation scheduled on **02 June 2024** (Sunday).
2. You are invited at your 'ALMA MATER' to receive the degrees.
3. The information listed below will be of assistance to you to plan for the event.

Schedule:

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| (a) Registration for Convocation | : | 01 June 2024 at 1400-1500 Hrs. |
| (b) Rehearsal, Final Briefing | : | 01 June 2024 at 1500-1700 Hrs. |
| (c) Issue of Gowns | : | 01 June 2024 at 1600-1700 Hrs. |
| (d) Students & Guests to be seated | : | 02 June 2024 at 1015 Hrs. |
| (e) Convocation Ceremony | : | 02 June 2024 at 1100 – 1300 Hrs. |
| (f) Lunch | : | 02 June 2024 at 1300 Hrs. |
4. I wish to emphasize that you must plan to reach the Campus on 01 June 2024 so that you **register** for your degrees and issue of gowns. Please do inform us in advance so that we are able to inform the vendor of Gown to keep the same available. Please make sure that you arrive in time as we shall not be able to accommodate your request as we have certain lists to prepare to be given to Dean/HODs and also sort your degrees as per the presentee list by the evening of **01 June 2024**.
 5. **All medals, PhD and Post Graduate degrees will be awarded in person on the stage. For all other students, the graduates will rise at their respective seats for conferment of the degree.**
 6. After the Convocation Ceremony, the graduates shall collect their degree certificates from the designated rooms for each batch.
 7. After the lunch, the Vice-Chancellor and his team will be available in Convocation hall for photographs with degree recipients (individual or in group).
 8. Minute to Minute program will be handed over to you on your arrival in the campus.
 9. Gown/Hood/Cap shall be provided to you on arrival. However, you will be required to deposit Rs 1500/- as security. The security is refundable once you return the Gown after a nominal deduction of Rs. 200/- as rental of the items by the vendor.
 10. You are allowed to bring only one Guest. The guests are cordially invited for lunch, after the Convocation.
 11. You are requested to fill the google form (link <https://forms.gle/NE9TdpakNGiAGGUz6>) confirming your arrival and other details latest by **15 May 2024**.

Important – All degree recipients have to report and complete all formalities by the evening of 01 June 2024. All names, seating arrangements, list of degree recipients will be finalized on 01 June 2024. Hence, it will not be possible to include any name in the list of degree recipients after the evening of 01 June 2024

With Best Wishes,

Yours sincerely,

Sd/-
Dr. Sanjay Mishra
Registrar