



Date of Convocation	Venue of Convocation
27.04.2017	Uttar Banga Krishi Viswavidyalaya, Agricultural Technology Information Centre (ATIC)

PLEASE STRICTLY FOLLOW THE FOLLOWING DO'S AND DON'Ts AT THE TIME OF CONVOCATION

DO's:

1. Reporting Time at **Uttar Banga Krishi Viswavidyalaya**, Agricultural Technology Information Centre (ATIC) - 7.00 am
2. Students have to show their Convocation ID card at the time of Entry.
3. All the Degree recipients are required to be seated in their seats by 07.30 am positively.
4. When recipients name is announced, walks to the **stage peacefully**.
5. While the academic procession enters, **please stand up** and sit only after invocation.
6. Maintain **Strict Silence** while Hon'ble Chancellor, Hon'ble Vice-Chancellor, Registrar and others Dignitaries are delivering their speech.
7. Do stay for entire ceremony.
8. While the academic procession leaves, **stand up** from your seats.
9. The Candidates shall follow the Command of the Hon'ble Chancellor, the Hon'ble Vice-chancellor and the Registrar and accordingly **stand up** and seat down whenever asked to.
10. The Candidates will **bow** after taking the pledge.
11. **The recipients of medals** shall follow the seat plan strictly and immediately communicate with the volunteers of the stage committee if any confusion arises.
12. In case the **degree recipients** are unable to obtain seats inside the auditorium they are requested to contact the volunteers and go the gymnasium where seats have been arrangements for visual display of the entire Programme on a **Visual Display Screen**.

DON'Ts:

1. Family members and the Children are not allowed to enter in the Convocation Auditorium.
2. Mobile Phone, Camera, Hand Bag, Food or any personal belongings will not be allowed in the Convocation Auditorium.
3. Do not enter the Auditorium after the academic procession has arrived into the Auditorium.
4. Do not move around in the Auditorium while the certificates are being presented.
5. Maintain discipline and decorum of the function. Do not clap or whistle in the Auditorium.