

UNIVERSITY CONVOCATION

SATURDAY, 14th October 2023

IMPORTANT INSTRUCTIONS FOR ALL DEGREE RECIPIENTS

IMPORTANT DATES

- **Date for collection of Convocation Dress by the registered recipients: 13th October 2023.**
- **Convocation Rehearsal: 4:00 PM, 13th October 2023.**
- **Convocation Ceremony Commencement: 10:00 AM, 14th October 2023.**

Note: Degree recipients must take their allocated seat latest by 09.00 AM at the Convocation Hall.

ALL DEGREE RECIPIENTS ARE REQUESTED TO READ THE FOLLOWING INSTRUCTIONS CAREFULLY

INSTRUCTIONS FOR GRADUATES WHO WOULD BE ATTENDING CONVOCATION

- **STEP-I :** Fill-in the online registration form ([Click HERE](#)).
- **STEP-II:** Make payment of Rs. 1000/- for the Convocation Dress. This amount is to be deposited in the University accounts as per the following details:
 - Account Name: **IMS Unison University**
 - Account Number: 15262191003778
 - Bank Name: Punjab National Bank
 - Branch: Makkawala, Dehradun
 - IFSC code: PUNB0152610
- **STEP: III:** Fill in payment details in the online form and submit the same.
- **STEP IV:** Print the application form for obtaining degree during convocation ([Click HERE](#)), fill-in the form and send the same along with required annexures to the Office of the Controller of the Examination, IMS Unison University, Makkawala Greens, Mussoorie Diversion Road, Dehradun-248009, Uttarakhand

PLEASE NOTE

- The Convocation dresses would be given to the registered degree recipients, on a non-returnable basis, on the day before the day of Convocation.
 - a. For Post Graduate Students: Cream color Kurta with white Payjama with Yellow Stole (with University Logo)
 - b. For Under Graduate Students: Cream color Kurta with white Payjama with Purple Stole (with University Logo)

The last date for the online registration is 15.09.2023.

1. COLLECTION OF CONVOCATION DRESS (ONE DAY BEFORE THE CONVOCATION 13th October 2023)

- Time for collection of convocation dresses at the University Campus on Friday 13th October 2023 from 10:00 AM to 03:00 PM.
- Convocation Dress is to be collected from the designated office of the University as detailed below:
 - a. UG Students: Seminar Hall, Block-V, IUU Campus
 - b. PG Students: Seminar Hall, Block-I, IUU Campus
- Faculty members in-charge of Convocation Dress Distribution will be available in the respective Convocation Reception Office.
- Recipients would be required to register their names in the list with the faculty members.
- Convocation Dress shall be given only to those recipients who have registered online and made payment for the convocation dress. They would be required to show their ID proof to the concerned Faculty coordinators.
- Entry Pass will be issued to the recipients for their parents at the time of dress collection. Possession of Entry Pass is mandatory to occupy a seat in the Convocation Hall.
- Recipients would be given the Convocation Dress, Food Coupons and Entry Pass for 2 family members of the registrants.
- **Convocation Dress will be handed over to degree recipient only and not to any proxy.**
- **Degree recipients will not be given Convocation Dress after 03.00 PM of 14th October 2023.**

2. CONVOCATION REHEARSAL- 12th & 13th October 2023, 4 PM

- A Convocation rehearsal shall be held at 4 PM on 12th & 13th October 2023.
- It shall be mandatory for all students who have duly registered for participating in Convocation and have collected Convocation Dress, to participate in the rehearsal and clearly understand the instructions.
- Any recipient who fails to participate in the rehearsal shall not be allowed in the Convocation on the **14th October 2023.**

3. CONVOCATION DAY: SATURDAY 14th October 2023.

- The Entry Gates to the Convocation Hall will open at 08:30 AM for the Degree recipients and shall close at 09:00 AM. All Degree recipients shall take their designated seats in the Convocation Hall before 09:00 AM.
- The seating arrangements for Guests are in the reserved areas duly marked inside the Hall by placards.
- The Degree recipients are required to wear Convocation dress only. Any other dress shall not be permitted inside the Convocation Hall.
- Degree recipients shall not be allowed to enter / leave the Convocation Hall after 09:00 AM.
- The audience shall remain standing at their respective seats as the Academic Procession enters and proceeds towards the dais and till the end of the National Anthem.
- It is mandatory that the decorum of the convocation proceedings should be maintained by every graduate until the Academic Procession leaves the convocation Hall.
- Please note that children under 12 years are not allowed into the convocation Hall during the convocation.
- Those who reach after 09:00 AM on **14th October 2023** can only receive the degree certificate **after the convocation** function from Examination Office of the University.
- In case one is unable to be present at the Convocation, the degree certificate will be sent to the address as submitted by the recipient in the online registration by Speed Post after the Convocation (approximately 15 days). Any change in the address, after registration may kindly be e-mailed to convocation@iuu.ac.

4. CONVOCATION CEREMONY

- The Convocation ceremony will begin at 10:00 AM.
- Gold Medalist will receive 1. Shri Naveen Agarwal, Founder Chairman Medal, 2. Chancellor's Medal and 3. 13 Gold Medals in person on the dais.
- Degree recipients will receive their degree certificates in person on the dais.
- Degrees will be awarded to all recipients (who have registered at the Convocation Reception Office) in order for PG Students to be followed by UG Students.
- As the names of degree recipients for a particular degree are called, they should proceed, one by one, to the dais in a line following the specified order [Master of Business Administration, Master of Business Administration (Integrated Bachelor of Business Administration-Master of Business Administration), Bachelor of Business Administration, Bachelor of Commerce (Hons), Master of Law, Bachelor of Arts & Bachelor of Law (Hons) (Five Year Integrated Programme), Bachelor of Business Administration & Bachelor of Law (Hons) (Five Year Integrated Programme), Master of Arts (Journalism & Mass Communication), Bachelor of Arts (Journalism & Mass Communication), Master of Hotel Management, Bachelor of Hotel Management, Master of Arts (English), Bachelor of Arts (Hons), Doctor of Philosophy (Ph.D.) (Management), Doctor of Philosophy (Ph.D.) (Journalism & Mass Communication)]

THE PROCEDURE MENTIONED BELOW MUST BE FOLLOWED WHILE RECEIVING THE DEGREE:

- Walk on to the stage from the left side ramp
- While moving to the dais for receiving the degrees from the Vice Chancellor, they should bow before the Chief Guest, Chairman, Board of Governors, and Guests of Honor. After receiving the degree certificates, they should return to their respective seats
- While receiving the degree from Hon'ble Vice Chancellor, look towards the camera; No second chance to pose for the camera.
- After receiving the degree, walk down through the ramp (right side) and go back to your seat.
- NO handshakes while receiving the degree from Vice Chancellor.
- Degree recipients are to remain silent at all times, until the academic procession leaves the Convocation Hall.
- The audience will remain standing while the Academic Procession enters and leaves the Hall.

For any query, please send mail to convocation@iuu.ac

Registrar