



[Registrar's Office]

SGVU/REG/2014-15/

Dated: 21 Oct. 2014

NOTIFICATION

**To Celebrate THIRD Convocation of Suresh Gyan Vihar University, Jaipur
on Saturday the 29th November 2014**

[DAY]

[DATE]

It is to notify for general information of all concerned students of SGVU and their parents that the **THIRD convocation** of the University will be celebrated on **Saturday**, the **29th November 2014** at the University Campus. The **timing** of the **Convocation Ceremony** will be from **3.30 PM to 5.30 PM** and **Venue** at the **Open Pandal** on the University **lawn [Cricket ground]**.

Padma Vibhushan Dr. Madhavan Nair, Former Chairman, Indian Space Research Organisation [ISRO] has kindly consented to be the **Chief Guest** at the **Third Convocation**. The format for sending Application and Particulars of the Student in **Annexure-1** have been placed on the University website **<http://www.gyanvihar.org>**

All concerned students may download the relevant format from the University website for sending their information to attend the Convocation in the prescribed format or, as the case may be, inability to attend personally, and in that case, degrees/diplomas to be received by Post. The prescribed fee of Rs 1000/1200 (as the case may be) is to be deposited by Cash/DD in the following manner:

- (a) The Cash/DD is to be deposited in the finance department of the university.
- (b) Bank Demand Draft should be in favour of “**Suresh Gyan Vihar University**” payable at Jaipur. The students should write their details (Name, Enrolment No. with program) on the reverse of DD.
- (c) The relevant cash receipt together with downloaded Application Format duly filled should be deposited in the Registrar's Office (Ground Floor-Main Building).

[Notification – 3rd Convocation of the University]

Instructions for candidates [Under Sr. no. 2 of **Suresh Gyan Vihar Convocation Code-2014**] are quoted below for general **Information** and **Guidance** for the **Candidates**: -

“2. INSTRUCTIONS FOR CANDIDATES:-

- (1) Eligible candidates to obtain the **degrees** must submit the application to the Registrar’s office up to 5th November,2014 in the prescribed format together with prescribed **fee (Rs. 1000/-)** for degree of their willingness to be present in the Convocation. No candidate shall be admitted to the Convocation who has not sent his name to the Registrar within the prescribed time. In exceptional cases, the president may permit candidates who have requested to the Registrar within **3 days** with prescribed late fee for admission to the Convocation.
- (2) Pre-Convocation rehearsal will be held, one day before in the **Convocation pandal**. All candidates receiving the degree at the Convocation should report for rehearsal. The prescribed **costumes / gouns** will be delivered to them when they report for rehearsal. A security amount of **Rs. 1000/- (refundable)** has to be deposited by them.
- (3) In case candidates are unable to present themselves in person at the University Convocation, their degrees may be sent by the University at their address by **Registered / Speed Post** on submission of application together with prescribed fees and **Rs. 200/-** as dispatch charges.
- (4) The costumes will have to be returned by candidates after the Convocation ceremony within two hours on the same day. In case, the costume is damaged, the security amount will be forfeited.
- (5) All candidates receiving their **degrees** in the Convocation will occupy their seats in the **Convocation Hall / Pandal** at least one hour prior to the scheduled time. **Candidates** coming **late** shall **not** be **permitted entry** into the **Hall / Pandal**.
- (6) All candidates must attend Convocation ceremony in proper dress. **Females** have to wear **sarees** and **Males** have to wear a **formal dress** like **full shirt, trousers and black / brown shoes**.
- (7) As the **procession enters** in the **Convocation Hall / Pandal**, all present will rise and remain standing until members of the procession have taken their **seats on the dais**.

[Notification – 3rd Convocation of the University]

- (8) After the **Dean of Faculty concerned** or in his **absence**, a **senior member** of the **faculty**, will **present** the candidates for degree, the candidates belonging to that **branch / discipline** will remain standing till the **Chancellor confers** upon them, the degree.
- (9) After the **Registrar / President declares** the **Convocation closed**, all present in the pandal will remain standing till the **National Anthem is sung** and the **procession leaves** the Hall / Pandal.
- (10) In case, hostel accommodation is required, the prior intimation through e-mail shall be given.
- (11) University shall arrange photographers for taking Graduates photograph on payment during the Convocation ceremony.
- (12) University shall provide facility on payment of lunch for the degree- awardees and their parents.
- (13) During the Convocation ceremony, the mobiles must be on silent mode. Use of personal camera during the ceremony will not be permitted.
- (14) For further enquiries or assistance, please contact the concerned Program- Coordinators.”

- NOTE: 1. The old students of the university who were not eligible for the award of degree/diploma during the first and second convocations held in October, 2012 and December 2013 respectively but now they have become eligible for the same by clearing their Back Papers may also apply for the same together with all relevant marksheets issued by the university, marksheet of passing X along with prescribed fee (Cash/DD) and duly filled application format (downloaded from university website)
2. The students are advised to retain the photocopy of DD/Fee receipt together with all documents submitted.

[Narhari Sharma]
Registrar

Dated: 21 October 2014
Jaipur

Copy to:

- 1. Chief Adviser to Hon'ble Chairperson**
- 2. All Deans / Principals / Vice-Principals**
- 3. Controller of Examination / Convener BOS**
- 4. CAFO / FM**
- 5. Dy. Registrar [Acad. / Admission / Admin.] –**
 - i. With a request to please place this **Notification** on the University **website immediately.****
 - ii. **Mr. Prateek**, [er.prateek@hotmail.com] - For similar action under **supervisory Guidance of Hon'ble President.****
- 6. Assistant Registrar [A&A] / S.I.O.**
- 7. Campus Manager**
- 8. Notice Board / Guard File**

CC for kind information:

- 1. Hon'ble Chairperson**
- 2. Hon'ble Chief Mentor**
- 3. Hon'ble President**
- 4. Hon'ble Pro-President**