



F.9 (72) REG/SGVU/2025/585

Date: 19<sup>th</sup> March 2025

**NOTIFICATION**

**CELEBRATION OF 13<sup>TH</sup> CONVOCATION ON 19<sup>TH</sup> APRIL 2025 FOR PASS-OUT STUDENTS IN 2023-24 OF SURESH GYAN VIHAR UNIVERSITY, JAIPUR**

- I. It is to notify for general information of all pass-out-Graduate Students in 2023-24 and their parents that the 13<sup>th</sup> Convocation Ceremony of the Suresh Gyan Vihar University will be celebrated on 19<sup>th</sup> April 2025 at the Acharya Purushottam Uttam Bhavan Auditorium, Suresh Gyan Vihar University, Jaipur. The **timings** of the **13<sup>th</sup> Convocation Ceremony** will be from **3.00 PM to 5.00 PM**.
- II. **What can be more exhilarating than an announcement that the Chief Guest**, has kindly consented to grace the Ceremony.
- III. All students concerned, i.e. prospective Degree-recipient of pass-out batches of 2023-24, may download the relevant format from the University website for sending their information to attend the **13<sup>th</sup> Convocation Ceremony** in the prescribed format, or if unable to attend personally, in that case, degrees to be received by Post, the **prescribed fee of Rs. 1400/1600** (in person / by post, as the case may be) is to be deposited by **Cash/DD/Online payment** 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 the Demand Draft.
  - (c) Online payment can be made in university account as mentioned in the degree requisition application.
- IV. The relevant cash receipt together with downloaded Application Form duly filled in, should be deposited at the Single Window, Dy. Registrar Office (Ground Floor-Main Building).
- V. The relevant instructions for candidates [Under Sr. no. 2 of **Suresh Gyan Vihar Convocation Code-2014**] are quoted below for general **Information** and **Guidance** to the **Candidates**: -  
**“2. INSTRUCTIONS FOR CANDIDATES: -**
  - (1) Eligible candidates to obtain the **degrees**, must submit the application to the Dy. Registrar’s office on or before **14<sup>th</sup> April 2025** in the prescribed format together with prescribed **fee (Rs. 1400/1600 as the case may be)**, for getting the degree in convocation or their willingness to get it by post after the **Convocation**. No candidate shall be admitted to the **Convocation** (except the Gold Medalists and the Ph.D. Scholars), who has not sent his/her requisition for degree to the Dy. Registrar within the prescribed time limits. In exceptional cases, the President may permit candidates who have requested to the Registrar for being late.
  - (2) Pre-Ceremony rehearsal will be held, one day before the **Convocation date**. All Gold Medalists and the Ph.D. Scholars receiving the degree at the **Convocation** should report for rehearsal. The Gown/Uttariya will be delivered to them when they report for rehearsal.
  - (3) In case candidates (degree recipient graduates) are unable to present themselves in person at the **Convocation**, their degrees may be sent by the University at their address by **Registered / Speed Post** on submission of application together with the fees of Rs. 1600/- including dispatch charges (within India).
  - (4) All candidates receiving their **degrees** in the **Convocation** will occupy their seats in the **Convocation Hall** at least one hour prior to the scheduled time. **Candidates coming late shall not be permitted entry into the Hall**.
  - (5) All candidates must attend **Convocation** in proper dress. **Females have to wear White or Off-White Colour Sarees (with or without border) and Males have to wear White Kurta Pyjama and preferably Black Footwears without lace.**

- (6) As the **procession enters** in the **Convocation Hall**, all present will rise and remain standing until members of the procession have taken their **seats on the dais**.
- (7) 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 **Chief Guest confers** upon them, the degree.
- (8) After the **President / Registrar declares** the **Convocation closed**, all present in the Auditorium will remain standing till the **National Anthem is sung** and the **procession leaves** the Ceremony Hall.
- (9) In case, hostel accommodation is required, the prior intimation through e-mail ([dy.registrar@mygyanvihar.com](mailto:dy.registrar@mygyanvihar.com)) shall be given.
- (10) University shall arrange photographers for taking degree - awardees photographs on payment basis during the **Convocation**.
- (11) University shall provide facility of lunch on payment for the degree- awardees and their parents.
- (12) During the **Convocation**, the mobiles must be on silent mode. Use of personal camera during the Ceremony will not be permitted.
- (13) For further enquiries or assistance, please contact the concerned Heads of Schools / Departments.
- (14) The students are advised to retain the photocopy of DD/Fee receipt together with all documents submitted.

[Bears **approval** of the **Competent Authority**]

(Madhusudan Sharma)  
Registrar

**Copy to: Team-SGVU [For kind information and necessary action please]**

1. All Hon'ble Members of the Board of Management & Academic Council
2. Provost, Academic Heads, Deans, Asso. Deans, Directors, Principals, Vice-Principals, HODs, Faculties
3. The CFAO / Controller of Examination / Director IQAC
4. Dy. Director DE/Chief Proctor / Chief Librarian / T & P Cell
5. Dy. Reg. (A&L / A&R /I.O.) /I/c Admissions / Finance Manager
6. Director Sports / Chief Warden, Hostels/ Estate Manager / Campus Manager
7. Asstt. Reg. (A&A)/ Asstt. Reg. (HR) / SIO / Zolo Hostel In-charge
8. **Officer Incharge - University Website– to please place it on an appropriate place of the Website, & run as Marquee as per past practice.**

**CC for kind information:**

1. Hon'ble President
2. Hon'ble Pro- President (Acad.)

**Bcc:**

1. PS to Hon'ble Chairperson
2. PS to Hon'ble Chief Mentor

**Registrar**