



AMITY UNIVERSITY

RAJASTHAN

(Amity Business School/ASET/ASCO/ASH/AIB)
Second Convocation - 20th day of January 2012

Dear Student,

AUR CONVOCATION FOR PROGRAMMES COMPLETED IN 2011

1. The Convocation of Amity University Rajasthan for the students who have successfully completed their Academic Programmes in 2011 will be held on **20th day of January 2012 in Amity University Rajasthan, Kant Kalwar, NH – 11 – C, Jaipur (Rajasthan) .**
2. Convocation is a momentous occasion in a student's life and we want to make it a memorable experience for you. We will appreciate if you kindly confirm your attendance, latest by **3rd day of January 2012** on the format enclosed as *Annexure-I*. Online registration can be done at www.amizone.net or www.amity.edu/jaipur website.
3. You are requested to report at the Registration Desk at 10.00 a.m. on **20th day of January 2012.**
4. A copy of Instructions to be followed in the Convocation is enclosed as *Annexure- II*.
5. The Recipients who are not able to attend the Convocation and wish to have their degrees in absentia shall pay a fee of Rs. 500/- to the University, before they are admitted to the degree. Their degrees will be mailed by Registered post. You are therefore, requested to submit an application, incase not attending the Convocation, to the Dy. Controller of Examination, with a Bank Draft of Rs. 500/- drawn in favour of “**Amity University Rajasthan**” payable at **JAIPUR** and give your complete and correct postal address on which your degree can be dispatched.

Signature
(Head of the Institution)

Annexure - I

1. I hereby confirm that I shall be attending the Convocation scheduled to be held on **20th day of January 2012**. Details of Guests accompanying me are as follows:

Name of the Guest	Relationship	Designation/ Occupation

Note: Only two guests are allowed: Refer to point no. 4 of Annexure II

(Signature of the Candidate)

Name of the Candidate : _____

Name of Programme : _____

Enrolment No. : _____

Years of Passing : _____

**INSTRUCTIONS FOR STUDENTS ATTENDING
CONVOCATION OF AMITY UNIVERSITY RAJASTHAN
ON 20th day of January 2012**

1. The Convocation of AUR for the students passed out in the year 2011 will be held on **20th day of January 2012** as per the following schedule:-

Reporting Time	10:00 am
Registration /Collection of gowns/Caps	11:00 pm to 12:00 pm
Lunch	12:00 pm
Entry into the Convocation hall & to be seated in the Hall	1.00 pm
Convocation Briefing / Rehearsal	01:10 pm to 01:55 pm
Convocation	02:00 pm to 04:00 pm
Photograph Session	04:10 pm to 04:40 pm
High Tea	04:50 pm onwards (after the Convocation is over)
▪ Return of Convocation Gowns	Collection of Mark Sheets/ Certificates from the Counter

Note: The students who do not register on time will not be permitted to attend the Convocation.

2. **Venue: - Amity University Rajasthan Campus
Kant Kalwar, NH – 11 – C, Jaipur (Rajasthan).**

3. Following instructions are to be strictly followed in the Convocation:

Dress: Formal Dress will be worn for the function as indicated below:

(a) Gents : Lounge Suit/ Combination with a tie, Black Shoes and Socks.

(b) Ladies : Saree/ Suit/Western (Jacket/Trousers with tie)

Those not properly dressed will not be permitted to participate.

4. **Guests:**

(a) The Recipient of the degree is allowed to bring maximum of two guests.

- (b) Only parents, blood relations (brother/sister) or spouse of recipients are allowed.
- (c) **Children below 15 years of age are not allowed.**
- (d) Dress regulations will also apply to guests.
- (e) Recipients desirous of bringing guests, will forward their particulars along with their confirmation letter in the format given at *Annexure - I* by **3rd day of January 2012** so that appropriate courtesy and hospitality is extended to them.

5. **Participation:**

- (a) The Students whose confirmations are not received by **3rd day of January 2012** will not be allowed to attend the Convocation.
- (b) The Students who duly confirm their presence, are required to report and register at the stipulated time given in para-1.
- (c) The Students who fail to report / register by the stipulated time, will not be allowed to attend the Convocation.
- (d) The detailed instructions on the Conduct of the Convocation will be issued at the time of the registration.

6. **Convocation Gowns / Caps:**

- (a) All Candidates will be issued gowns and caps by the University and they will wear it throughout the function. It will be returned by them after the Convocation, on the same day, at the gown counter.
- (b) All Recipients of degrees will deposit **Rs. 1000/-** each for the Convocation Gown & Cap at the accounts counter, which will be refunded on returning the Gown & Cap after the Convocation.

7. **Timings:**

- (a) The Recipients of the degrees, after registration by the stipulated time, will be seated in the Auditorium by 01:00 p.m. for rehearsal and Instructions.
- (b) Once seated, there will be no unnecessary movements in the Convocation Hall and perfect discipline will be maintained.
- (c) The Recipients are not to leave the Convocation Hall before the function is over and the Academic Procession has left the Hall.

8. **Procession:**

All present in the Convocation Hall will rise when the Procession enters and when the Procession leaves the Hall.

9. **Refreshment:** Refreshments will be served after the function.