

University of Delhi
95th ANNUAL CONVOCATION
Saturday, the 19th November, 2018 at 10:00 A.M.

INSTRUCTIONS TO THE CANDIDATES

1. The Annual Convocation of the University of Delhi for presenting the Medal/Prize to the meritorious students and for conferring upon the Degrees to the successful candidates of the examination 2017, will be held on **Monday, the 19th November, 2018 at 09:30 A.M.** in the **Multipurpose Hall, Delhi University Sports Stadium Complex,** University of Delhi, Delhi-110007.

2. **DEGREE “IN PERSON”**

i) Candidate eligible for award of the of the following degrees only will be admitted in person at Convocation

1. Doctor of Philosophy (Ph.D) in all disciplines	6. M.Ch. (Neuro-Surgery)
2. D.M. (Cardiology)	7. M.Ch.(Plastic and Reconstructive Surgery)
3. D.M. (Neurology)	8. M.Ch. (Gastroenterology Surgery)
4. D.M. (Gastroenterology)	9. M.Ch. (Paediatric Surgery)
5. M.Ch. (Cardio-Vascular and Thoracic Surgery)	

ii) Application for admission to the “Degree in Person” in the prescribed form (enclosed) should reach the Dean (Examination) **on or before 16th November, 2018, 2:00 P.M.** through the Dean of the Faculty/Head of the Department/Head of the Institution Concerned as the case may be.

3. **IDENTITY-CUM-RECEIPT SLIP-FOR Degree “in person”**

Each candidate for admission to the Degree in Person should fill in the “**Identity-cum-Receipt Slip**” in his/her own handwriting, get it attested by the Dean of the Faculty/Head of the Department/Head of the Institution Concerned as the case may be, and bring the same with him/her when he/she comes to attend the Convocation. The Identity-Cum-Receipt Slip thus filled in and attested by the Head of the Institution Concerned shall be surrendered while entering the **Multipurpose Hall, Delhi University Sports Stadium Complex** for admission to the Hall, through Gate No. 2-C (Parking Gate).

4. **DEGREE “IN ABSENTIA”**

Application for any of the above Degree in Absentia in the prescribed form alongwith a prescribed fee of Rs. 500/- either through the Indian Postal Order of Demand Draft in Favour of the “**Registrar, University of Delhi**” should reach the office of Dean (Examination)/Examination Branch-IV (Degree Section) **on or before 16th November, 2018, 2:00 P.M.** duly signed by the of the Faculty/Head of the Department/Head of the Institution Concerned as the case may be. The degree in such cases shall be posted to them by Registered Post **after the Convocation.**

5. **REHEARSAL**

There will be a rehearsal on **Sunday, the 18th November, 2018, at 09:30 A.M. in the Multipurpose Hall, Delhi University Sports Stadium Complex,** University of Delhi, Delhi-110007 to familiarize the participants.

The recipients of the Degree in person and recipients of Medals and Prizes must attend the rehearsal. They must follow the instructions and remain in their seats in the **Multipurpose Hall, Delhi University Sports Stadium Complex** till the rehearsal is announced to be over.

6. **SEATING ARRANGEMENT IN THE MULTIPURPOSE HALL, DELHI UNIVERSITY SPORTS STADIUM COMPLEX**

Candidates who are to receive the Degree in person and all recipients of Medals, Prizes will be allotted a seat. A list showing the allotted seat numbers will be displayed outside the **Multipurpose Hall, Delhi University Sports Stadium Complex.** Candidate should report latest by **09:00 A.M.**

IMPORTANT: Two person (Parents, spouses and guests) accompanying the candidate is allowed in the **Multipurpose Hall, Delhi University Sports Stadium Complex** on production of Photo Identity proof and letter issued to the concerned person. Complete information bearing Name, Father's Name, Residential Address, Mobile No. and Department if any.

7. **CONVOCAION DRESS**

The men graduates should appear in high-buttoned up Coats with Trousers (National Dress) and the Women graduates should wear White Sarees with Blouse or White Shirt (Kurtas) with Salwar or Chooridar Pajamas.

8. **ACADEMIC COSTUMES**

Candidates should appear in academic costume in the Convocation. For Academic Costumes (Gown and Hood) at the Convocation, candidates can contact the following to hire the Academic Costumes:

	HEAD OFFICE	BRANCH OFFICE
M/s. Pioneer (Regd.)	Near Delhi Gate, Darya Ganj, New Delhi-110002 Tel. – 23274408, 27375380	D-14-A/24 Model Town, Delhi Tel- 27233050 Wazirpur: Tel. 27375380
M/s. University Tailors & Drapers	Near Ritz Cinema, Kashmere Gate, Delhi-110006. Tel. 23865156, 23868029	25/111, Shakti Nagar, Delhi- 110007 Tel: 23840903, 23840557

9. **PHOTOGRAPHER**

Candidates who desire to get from

S.No.	Name of the Photographer	Contact No.
i)	AMBA PHOTO STUDIO	9811408937

Note: The University of Delhi shall not be responsible for this arrangement and for any act on part of the photographers.

10. **SPECIAL INSTRUCTIONS**

To observe sanctity and tradition of the Convocation Ceremony, candidates are expected to adhere to the following:

- i) **No request for receiving the degree/medal/prized "in Person" shall be entertained once the final roll call is over.**
- ii) Stand up when the procession enters the Hall and keep standing till members of the procession take their respective seats.
- iii) Maintain silence during the entire ceremony.
- iv) Stand up for the National Anthem and remain standing till the Procession, Distinguished Guest & other guests leave the Hall.
- v) Follow the instructions of the officials on duty in the Hall.
- vi) No mobile phone or any electronic gadget, hand bags are allowed inside the venue. There will be no arrangement for safe keeping of mobile phones at the venue.
- vii) Use of Delhi Metro Rail for Commuting should be preferred as parking facility is very limited.
- viii) For any information, please contact helpdesk for the purpose.

Dean, Examination

Delhi, the 12th November, 2018