

## **INSTRUCTIONS REGARDING THE ANNUAL CONVOCATION 2018**

- The Annual Convocation is being held on **13<sup>th</sup> of August 2018, Monday** at SBV Campus.
- The invitation is uploaded in our University website.
- **Dr. G. Viswanathan, Founder & Chancellor, Vellore Institute of Technology, Vellore has kindly consented to be the Chief Guest**, present the medals to the Medal winners and deliver the Convocation address.
- **Shri. M.K. Rajagopalan, Chancellor of Sri Balaji Vidyapeeth**, will confer the degrees to the eligible graduands.
- The graduands and the medal winners who have opted for appearing **“in person”** in their application form submitted before 25<sup>th</sup> July **will only receive their medals / degrees in person**. Others will be receiving the same in-absentia. **(Check the list of confirmed participants uploaded)**.
- The Graduands / Medal Winners are requested to report to the Registration Counter between **1.30 pm and 4.00 pm on 13<sup>th</sup> August 2018**. **Registration will not be entertained after 4.00 pm**.
- **A valid photo identity card is a must at the time of reporting**.
- **Convocation Robes** will be available at the Registration counter between 1.30 pm and 4.00 pm. **The Graduands / Medal Winners can collect the same on payment of Rs.600/**. Rs.500 (Caution Deposit) will be returned back on the safe return of the gowns at the Registration Counter after the Convocation ceremony, before 9.15 pm.
- **The Medal winners with their robes have to assemble before the Central Library by 4.00 pm to take part in the Academic Parade**.
- **The other graduands have to be seated in the Convocation Hall by 4.30 pm in their Convocation robes**.
- The mobile phones have to be kept in silent mode all along the Convocation ceremony.
- **Only 2 guests are allowed per graduand**. They will be seated at the venue earmarked for the parents/ guests.

**REGISTRAR**