

INSTRUCTIONS FOR GRADUANDS ATTENDING THE CONVOCATION

1. The Convocation for the students passed out in the year 2021 will be held on Wednesday, the 20th July 2022 preceded by a Rehearsal on Tuesday, the 19th July 2022 at 9.30 a.m. at University Campus, Yamuna Expressway Gautam Budh Nagar.

The scheduled programme for Rehearsal on 19th July 2022 is as follows:

Event	From	To
Reporting Time	9.30 a.m.	
Registration/ issue of Convocation Card/Guest Card	9.30 a.m.	10.00 a.m.
Entry into Convocation Hall & to be seated	10.00 a.m.	10.15 a.m.
Convocation Briefing	10.15 a.m.	10.30 a.m.
Entry of Academic Procession and seating on the Dias	10.45 a.m.	11.00 a.m.
Convocation Rehearsal	11.00 a.m.	11.30 a.m.

Rehearsal for Convocation is mandatory to attend for all the Graduands who have given their confirmation to attend the Convocation.

2. The detailed Reporting Schedule programme for Convocation for Wednesday, the 20th July 2022 is as follows:-

VENUE FOR CONVOCATION:

INDIA EXPO CENTRE MART
Hall No. 1, 2nd Floor
Entry through Gate No. 1
Knowledge Park-II
Greater Noida

EVENT	TIME
Reporting Time	8.30 A.M
Collection & wearing of Gowns/Caps	9.00 A.M
Entry into Convocation Hall to be seated	10.00 A.M
Convocation Briefing	10.30 A.M

Enclosures:

- **Information**
- **Instructions for students to be followed**
- **Contact details of Deans/HoDs for further assistance, if required**

INFORMATION

Please note:

1. Graduands will be issued their Convocation Registration Slip, Gown Slip and Food Coupons.
2. Guests are not required to attend the Rehearsal

Venue of Convocation Rehearsal on 19.07.2022

Galgotias University, Uttar Pradesh
Plot No.2, Sector -17A, Yamuna Expressway, Greater Noida
Gautam Budh Nagar – 203201 (U.P.)

Venue of Convocation on 20.07.2022

INDIA EXPO CENTRE MART
Hall No. 1, 2nd Floor
Entry through Gate No. 1
Knowledge Park-II, Near Pari Chowk, Greater Noida

Dress for Graduands

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

Gents: - Formal Suit/comboination with a Tie, shoes and socksLadies: -

Saree

Convocation Gowns/Caps

All the Graduands will be issued Gowns/Caps at the venue in the earmarked enclosure and they will wear throughout the function. **A security of Rs. 1000/- will be required to be deposited for hiring of Gowns/Caps, which will be refunded on return of the Gowns/Caps, after the Convocation.**

Timing

Timing as per programme given above will be strictly adhered to by all the Graduands and their Guests. **In case they are late in reporting, they will not be permitted to attend the Convocation.**

The Graduands once seated in the Convocation hall will not be allowed to come out till the Convocation is over.

Discipline

Perfect discipline will be maintained commanding the sanctity of the function.

NO STUDENT SHALL BE PERMITTED TO MOVE FROM HIS/HER SEAT WHILE THE CONVOCATION CEREMONY IS IN PROGRESS. STUDENTS AND FACULTY SHALL LEAVE THE VENUE ONLY AFTER THE END OF THE CEREMONY AND AFTER THE CHIEF GUEST AND ACADEMIC PROCESSION HAS LEFT.

Complete silence is to be maintained while the ceremony is going on.

Refreshment

Graduands will get lunch coupons for them and their Guests at the time of Registration.

Photography

Photography cabins will be put up outside the Convocation hall, where the Graduands can get themselves photographed and may get their photographs same day on the payment of Rs. 100/- per photograph, if they do wish.

INSTRUCTIONS FOR STUDENTS

ON THE DAY OF CONVOCATION

DO'S	DONT'S
<ul style="list-style-type: none">• Students should be seated in the Convocation Hall on time• Students should maintain pin-drop silence in the Convocation Hall• Students should maintain discipline in the Convocation Hall• Students should be seated in the rows reserved for their school only• Students should maintain discipline in the mess during the lunch.• Lunch coupons and gown-slips should be kept safely.• In case student has not registered for the convocation earlier, he/she may contact the dean and submit the registration fee in the accounts department.	<ul style="list-style-type: none">• Students should not throw their caps in the air in the Convocation Hall.• There should be complete silence in the hall.• No student should leave the convocation hall while the ceremony is in progress• Food coupons shall be issued to the guests and registered students only.• There will be zero tolerance for any kind of indiscipline.• The gowns should be returned immediately after the event.

YOU MAY CONTACT THE FOLLOWING DEAN/HOD OF THE DEPARTMENTS FOR FURTHER DETAILS OR ASSISTANCE

S.No.	Department Name	DEAN/HOD	Mobile No.	email
1	School of Basic & Applied Sciences	Dr. A. K. Jain	8588895415	arvind.jain@galgotiasuniversity.edu.in; dean.sbas@galgotiasuniversity.edu.in
2	Galgotias Polytechnic	Dr. Mohit Gaharwal	9368627931	principal.polytechnic@galgotiasuniversity.edu.in
3	School Of Agriculture	Dr. Praveen Kumar Jain	8219675654	dean.soagri@galgotiasuniversity.edu.in
4	School of Civil Engineering	Mr. Deepak Soni	9896871533	hod.sce@@galgotiasuniversity.edu.in
5	School of Computing Science & Engineering	Dr. Munish Sabharwal	9927500592	dean.scse@galgotiasuniversity.edu.in
6	School of Electrical, Electronics & Communication Engineering	Dr. B.B. Mohapatra	9810890457	hod.seece@galgotiasuniversity.edu.in
7	School of Mechanical Engineering & Chemical Engineering	Dr. Pawan Kumar Nain	9013562611	hod.sme@galgotiasuniversity.edu.in
8	School of Architecture	Mr. Abhishek	8400116000	dean.soa@galgotiasuniversity.edu.in
9	School of Business	Dr. Kavita Mathad	9686942009	dean.sob@galgotiasuniversity.edu.in
10	School of Finance & Commerce	Dr. Anurag Kumar	9990640982	Dean.sfc@galgotiasuniversity.edu.in
11	School of Hospitality	Dr. Rajeev Mishra	94491 04554	dean.soh@galgotiasuniveristy.edu.in
12	School of Law	Dr. Namita Malik	9717961250	dean.law@galgotiasuniversity.edu.in
13	School of Media & Communication Studies	Dr. A. Ram Pandey	9911893074	aram.pandey@galgotiasuniversity.edu.in; dean.smcs@galgotiasuniversity.edu.in
14	School of Libral Education	Dr. Ambika Prasad Pandey	8057296792	dean.sole@galgotiasuniversity.edu.in; shikha.srivastava@galgotiasuiversity.edu.in
15	Life Long Learning	Ritu Bhargava	9873234785	ritu.bhargava@galgotiasuniversity.edu.in
16	School Of Biological And Biomedical Sciences	Dr. Ranjana Patnayak	7897712091	ranjana.patnayak@galgotiasuniversity.edu.in
17	School of Medical and Allied Sciences	Dr. P.K.Sharma	9415187002	dean.sma@galgotiasuniversity.edu.in
18	School of Nursing	Dr. Subhashini	9643418895	dean.son@galgotiasuniversity.edu.in
19	School of Education	Prof. Satendra Gupta	9899696608	dean.soe@galgotiasuniversity.edu.in