

Convocation Instructions for Students and Parents

Convocation Rehearsal Day: Monday, October 16TH at 8:30 am

Rehearsal will take place at OJHA Campus

I. Full Dress Rehearsal with Group Photo Session

- a. This will be the only rehearsal and it is mandatory for each student to attend. Please make every effort to attend.
- b. This is a full dress rehearsal, with cap/gown.
- c. The purpose of the rehearsal is for you to become familiar with the students' procession, seating arrangement, and the Ceremony itself.
- d. Your Group Photo with the Vice Chancellor and the Faculty is also scheduled to be taken that day. The photographic session will start from 8:30am onwards. (Schedule will be provided to you).
- e. Points will be running 15 minutes early in the morning, so plan accordingly if you use DUHS transportation.
- f. No guests are allowed on rehearsal day.
- g. Convocation Rehearsal will take place inside the tented marquee/Pindal.

II. Gowns and Caps Instructions

- h. Please collect your Convocation Gowns starting from 14th October till the day of the rehearsal.
- i. The gowns will be returned immediately after the Convocation to the vendor/Rizvi Tailors

Convocation Day: Wednesday, 18th October; OJHA Campus

DUHS Transportation will be provided, but will collect all students 15 minutes early. Shuttle Service will be provided from DIMC Car Park to the Marquee.

I. Instruction to Parents

- a. Family members and guests should enter and be seated in the convocation Marquee/ Pindal **by 8:45 am** and seating will begin at **8:00 am on Wednesday, October 18th**.
- b. Parents and guests should all be seated **15 minutes** prior to the start of the ceremony.
- c. Seating is not reserved.
- d. Invites are required for admission inside of the Marquee/pindal. If you cannot provide proof of payment, you will not be allowed to enter the Marquee/pindal.
- e. Guests/ family members must carry both their invitation cards and personal identity card to present at the entrance before the security personnel.
- f. Guests are requested to switch off their mobile phones before entering the hall so that it doesn't cause inconvenience during the function.
- g. Using personal cameras inside the Convocation hall is strictly **prohibited**.
- h. No photos / selfies / video cameras are to be taken inside of the pindal (i.e., no selfies or selfie sticks)
- i. Registration will **not** be allowed on the day of the convocation. Do not bring any extra guests. CHILDREN UNDER **AGE OF 18** ARE **NOT** ALLOWED AS GUESTS TO ENTER THE PINDAL.
- j. If you think you will need special assistance at the ceremony because of a physical disability, please notify Prof. Mukarram Ali, Campus Facilitator.
- k. No edible and water bottles, no cigarettes and electronic cigarettes will be allowed inside the Convocation hall.
- l. Parents are instructed to stand when academic procession enters and departs and Keep standing when the National anthem is played.

- m. Invitees are requested to remain inside the Convocation hall till the academic procession leaves the hall.

Instructions For Transportation /Parking

- a. DUHS Transportation will run on both days, but will collect students 15 minutes early.
- b. Parking is available, free of charge, according to the map provided.
- c. Areas for parking are pre-defined and you should show your stamp for parking.
- d. Guests are requested to park their vehicles in designated parking areas **ONLY**.

II. Instruction to Students

- **One hour before the Convocation ceremony**, students are instructed to assemble at the Pindal side Areas.
- **Students should appear wearing your cap and gown, which was given to you during rehearsal and the tassel on the cap, is to be worn on the side of the left eye at all times.**
- On Day of Convocation, please follow the below timetable:

TIMETABLE FOR CONVOCATION DAY

8:00 a.m. – Graduate line up

8:45 a.m. - Student Procession leaves for Marquee

9:15 a.m. – Convocation Ceremony Begins

It is imperative that graduates assemble on time for the ceremony to proceed.

- a. Graduates are to leave personal belongings with relatives prior to entering for lineup, like bags, cellphones, edibles.
- b. No photos are to be taken during the line-up (i.e., no selfies or selfie sticks)
- c. **LISTEN CAREFULLY FOR INSTRUCTIONS:** A marshal/ faculty representative/usher will be announcing instructions for lining up the rows of students. Graduates for each degree will line up according to the program wise list and serial number given to the student. For the serial number, look for the program list, which will be uploaded shortly.
- d. Students are instructed to **PAY ATTENTION** to the instructions given by the Marshal/ faculty representative(s), which will signal when the processional begins to walk towards Convocation Hall.

(The lists will be displayed on website shortly after the closing of registration)

- Students will fill seats from front to back and from left to right horizontally, facing the stage according to the degree awarding program and seating is allocated serial number wise.
- When the conference of degrees is announced, only candidates of the degree awarding program are directed to rise from their seats.
- Please rise in your seats when academic procession enters and departs **ONLY**.
- Please stand when the National anthem is played.

LUNCH DECORUM: The ceremony will be followed by lunch. All students are directed to wait in honor of their parents till they rise for the buffet and settle down, in order to honor the respectable parents and guests.

GENERAL ETIQUETTE: This is an event to honor each graduate's accomplishments. All participants will be expected to conduct themselves with decorum and in a mature and responsible manner.

- ✓ **Students are strictly instructed to remain seated throughout the ceremony, unless instructed to line-up.**
- ✓ **If you do not abide by these rules, you may be asked to exit the Pindal/Marquee.**