



JAIPUR NATIONAL UNIVERSITY, JAIPUR

CONVOCATION (FEBRUARY 23, 2019) INSTRUCTIONS FOR STUDENTS

1. The prescribed fee for Convocation for receiving Degree in-person is **Rs.1000/- (One thousand only)**. If you request us to send it by registered post, than an additional **Rs.150/- (One hundred fifty only)** will be charged as postal charges other than prescribed fee as mentioned.
2. All payments should be made **ONLINE** through the **University Website Portal www.jnujaipur.ac.in homepage** using Net Banking, Credit, Debit Card or through Demand Draft made in favour of "**Jaipur National University**" payable at Jaipur. Please send the duly filled Application Form along with the photocopies of the receipt of the payment made (mention name of candidate and course on the back side of DD/Receipt), superscribing the envelope as "**CONVOCATION 2019**" latest by **19th February, 2019** at Jaipur National University, SADTM Campus, Jagatpura, Jaipur-302017. Fee sent by Cheque / Money Order will not be accepted.
3. **The Convocation will be held on 23.02.2019 (Saturday) at the Convocation Pandal, JNU Main Campus from 9.00 am onwards. Candidates are requested to report at 8.00 am, at Registration Counters at JNU Main Campus for Registration. Alumni Meet will also be organized immediately after the conclusion of Convocation Ceremony on the same day.**
4. **Candidates who will receive their Degrees at the Convocation are requested to comply with Dress Code formality and uniformity in dress. The Dress Codes for male and female candidates are * "Traditional Convocation Attire".**
6. Candidates are requested to occupy their respective seats in the Convocation Pandal at least one hour prior to the scheduled time of Convocation. Candidates should be in prescribed dress code, ladies in Saree / gents in Formal Trousers- Full Sleeves Shirt and Tradition Convocation Attire.
7. When the Dignitaries Procession enters the Convocation Pandal, all candidates and their parents/guardians present should rise and are requested to remain standing until Dignitaries take their seat on the Dias.
8. **When the Director/HOD of the concerned Schools will read out the names of candidates of a Course Branch / Discipline, the candidates belonging to that Branch / Discipline should stand up and remain standing till the Hon'ble Chancellor confers Degrees upon them.**
9. When the Registrar declares the Convocation Closed, all present should stand for the National Anthem and remain standing till the Dignitaries Procession leaves the Convocation Pandal.
10. For booking accommodation in the University's Hostels/Guest Houses, the candidates are requested to intimate with specification like number of guests and days well in advance, to the Conveners of the schools on their e-mail ids as mentioned in the enclosed attachment. The booking accommodation will be on first cum first basis. For booking, the candidates may contact **Mr. Tej Prakash, Asst. Admin Officer on mobile no. 9314088095, e-mail: sectionofficeadmin@jnujaipur.ac.in**
11. Only University Photographers will be permitted to take photographs of the graduating candidates and medal awardees during the Convocation Ceremony and students/parents are advised not to move near the dias for taking photographs from their mobile/personal camera. If any candidate desires to take copy of his/her photograph, may take Token for the photographs on payment during the Registration at the Registration Counters.
12. All Candidates and their parents / guardians are cordially invited to **join for LUNCH** hosted by the University after the Convocation Ceremony at Lawns, JNU Main Campus.
13. Proceedings of the **last year Convocation** Ceremony may be seen for reference on the University's website **www.jnujaipur.ac.in** and its Facebook Page.
14. During the Convocation Ceremony all the members present in the Convocation Pandal should keep their mobiles switched off or on silent mode. Use of camera by the candidate or their parents/guardian during the Ceremony is strictly prohibited.
15. For any further enquiries or assistance, you may contact at the e-mails ids of the respective School Director/faculty member(s) mentioned on back of this letter.

***Note: The prescribed charges of Convocation Attire is Rs.500/-. The Attire will be issued to candidates on deposition of Rs.900/- (which will include Security amount of Rs400/-). The Attire will be issued from 8.00 a.m onwards. If the candidate does not deposit the Attire back before 4:00 pm, the amount of Rs.900/- shall be forfeited.**

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