

PRE CONVOCATION PROGRAM SCHEDULE

Date: 05.10.2018

<i>Time</i>	<i>Event</i>	<i>Responsibility</i>
10.00AM – 2.00PM	<i>Physical Registration of graduands and receipt of gown by the graduands at Lecture Hall (Branch wise).</i>	<i>Robing Committee</i>
1.00PM – 2.00PM	<i>Lunch Break</i>	
<i>Registration will be closed strictly at 2.00PM</i>		
2.00PM – 2.30PM	<i>Submission of the list of the physically registered students (Branch wise) and recipient of gowns to Dean (Academic Affairs) for necessary action.</i>	<i>Robing Committee</i>
2.30PM – 3.00PM	<i>Submission of verified list of graduands by Dean (Academic Affairs) to respective HODs and Marshals for necessary action.</i>	<i>Academic section</i>
2.30PM – 3.30PM	<i>Arrangement of certificate, medals and convocation register</i>	<i>Academic Section</i>
3.30PM – 4.00PM	<i>Sitting arrangement of graduands in the convocation rehearsal venue and convocation entrance gate shall be closed strictly at 4.00PM.</i>	<i>Marshal</i>
4.15PM – 5.15PM	<i>Convocation Rehearsal</i>	<i>Convocation rehearsal committee</i>
4.20PM	<i>Convocation rehearsal Academic Procession arrives</i>	<i>Convocation rehearsal committee</i>
5.30PM – 6.30PM	<i>Alumni Induction Programme</i>	<i>Alumni Committee</i>
6.45PM – 7.45PM	<i>Cultural Programme</i>	<i>Cultural committee</i>
7.45PM – 9.00PM	<i>Pre convocation Dinner</i>	<i>Food Committee</i>

N.B

- *The accommodation committee shall be in charge of providing lodging and boarding facilities to the graduands (For Boys: Bamboo Hostel and For Girls: Girls Hostel for both days).*
- *The transport committee shall make necessary arrangement for local conveyance of the graduands, Senate members and BOG members for both days.*