



Assam Rajiv Gandhi University of Cooperative Management

(A Govt. of Assam University)

Recognised by UGC and member of Association of Indian Universities

Basic Tinali, Gadadhar Nagar, Joysagar, Sivasagar

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Rucm/Admn/1st Convocation/130/2022/31


Sivasagar 23rd December, 2022

Convocation Protocol for Students

1. Convocation Ceremony requires complete decorum.
2. Students must come to the Boy's Hostel of the University at 10:00 A.M wearing formal or traditional attire. In the boy's hostel, they should collect their Convocation robe and the food coupon for the food to be served in the boy's hostel itself.
3. Student procession will start at 12:00 P.M. sharply and after that, no students will be allowed to enter the convocation hall. No student will be allowed to enter the convocation hall without wearing their robe.
4. Students must sit only at the allotted seat in the Convocation Hall. During the function, the audience will keep sitting in their seats and will not move out of their seats.
5. The audience present in the Ceremony shall stand up on the following occasions:
When the academic procession enters the hall and till they take their seats, at the time of the national anthem, and when the academic procession departs and leaves the hall.
6. During the function students shall move out of their seats only when their name is called for receiving the award. On being called for receiving the certificate, the students should alight the stage and walk to the dais from one end in a dignified and orderly fashion in the sequence of their names called to receive his/her certificate at the hands of the dignitaries and come back to his/her allotted seat from the other end of the dais in an orderly sequential fashion. They should not huddle/jostle on the stage.
7. No cross talks, photography, movements, or loitering inside the convocation hall are allowed during the ceremony.
8. After the convocation, the students must return their robes to the designated place, and on returning the same, they will be provided an **exit token**. No student will be allowed to leave the convocation hall without the exit token.
9. Protocol for VIPs shall be followed in accordance with Government guidelines.
10. The following items are prohibited during the ceremony: cameras, whistles, bottled water or

any bottled liquids, balloons, wrapped gifts, weapons, knives, sharp objects, food, etc.

11. Children below 12 years are not allowed.
12. Security measures prohibit carry-in items. Coats, trousers, purses, and other items are subject to inspection.
13. Vehicles shall be parked in the assigned parking area only.
14. During the function mobile phones should be kept in silent mode. Personal photography and selfies are prohibited during the convocation ceremony.
15. The clapping of hands is the only form of acknowledgment recommended. Whistling, shouting, making noise, cheering and other forms of exclamations are prohibited.
16. Audience shall not leave the hall before the completion of the ceremony. They should move from their seats only after the academic procession departs and leaves the hall.
17. It is compulsory for all the students to participate in the rehearsal for the Convocation scheduled at 1:30 P.M on 27th December 2022, at the University.
18. The official photographer shall carry out photography and videography during the ceremony. Photographs of the awardee can be obtained from these photographers afterward.
19. In case an eligible member does not attend this Convocation or does not confirm attending this Convocation, he/she will not be allowed to participate in any subsequent Convocations and his/her original certificate will be issued only after duly applying for the same in the University.
20. Each participant shall be allowed a maximum of two accompanying family members/guests at the convocation ceremony.
21. No person shall be allowed to attend the Convocation as a representative of the student of the University.


(Dr. Ranjan Sharmah)
Chief Convenor
1st Convocation
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Assam Rajiv Gandhi University
of Cooperative Management
Sivasagar, Assam