

**Instructions to the candidates attending IN-PERSON to the
6th Annual Convocation of PJTSAU**

1. All the candidates attending the Convocation In-Person shall be allowed to enter the venue, the University Auditorium only on production of the Admit Card. Hence all the candidates shall download the Admit Card from www.pjtsau.edu.in. The duly filled-in Admit card with an attested photograph must be produced at the entry point of the University Auditorium.
2. The seat numbers allocated to individual candidates (mentioned on the top right corner of the Admit Card) attending the convocation (In-Person) is displayed on the University website.
3. The candidates (both PG & UG) shall collect their academic scarves one day before the Convocation *i.e.*, on 09.06.2024 from 02:00 to 05:00 PM at **the Cellar of the University Auditorium** (opp. parking area) by depositing an amount of Rs. 500/- (**in CASH only**). Without the Admit Card, the academic scarves will not be issued to the candidates.
4. The candidates **shall attend Convocation Rehearsal** at the University Auditorium from 03:00 PM on 09.06.2024 without fail.
5. The academic scarves shall be made available on 10.06.2024 from 07:30 to 09:00 AM at **the Cellar of the University Auditorium** (opp. parking area) for those who could not collect the same on the previous day. **No academic scarves shall be issued after 09:00 AM on 10.06.2024.**
6. The candidates shall be present at the Convocation Hall by 09:30 AM on 10.06.2024 and shall not be permitted after the scheduled time.
7. The candidates shall be dressed properly for the convocation along with their Academic Scarves. The dress code for women is saree/salwar kameez and formal wear for men.
8. On the day of convocation, the candidates attending In-Person are **instructed to enter the University Auditorium from the left side gate and through the left side entrance of the auditorium only.**
9. The candidates shall hand over the duly filled-in Admit Card at the entrance of the Convocation Hall to the concerned staff.
10. After entering the Convocation Hall, **the candidates shall strictly occupy the seats allotted to them as per their Admit Card** and shall not shift to other seats.
11. The candidates are requested to maintain discipline and decorum during the convocation.

12. The candidates shall remain standing when the Chancellor, Chief Guest, Vice Chancellor, Members of Board of Management and Academic Council enter the Convocation Hall and also when they retire.
13. The candidates shall answer loudly and audibly to the questions put to them by the Chancellor/Vice Chancellor which shall be circulated on the day of the rehearsal.
14. The candidates are strictly forbidden from leaving their seats until the Chancellor, Chief Guest, Vice Chancellor, Members of the Board of Management and Academic Council retire from the Convocation.
15. The **UG candidates** shall collect the **Original Degree (OD) certificates** within two (02) hours after the convocation proceedings **from the first floor of the Auditorium upon producing a valid photo ID card** (Aadhaar card, PAN card, Passport, etc.).
16. The **Post Graduate candidates** shall collect their **Original Degree (OD) certificates** within two (02) hours after the convocation proceedings from the **Green Room** of the University Auditorium **upon producing a valid photo ID card** (Aadhaar card, PAN card, Passport, etc.).
17. After the convocation, all the **PG and UG candidates** shall **return their Academic Scarves** and collect the deposited amount (Rs. 500/-) at **the Cellar of the University Auditorium** (opp. parking area) from **02:00 to 04:30 PM**.
18. The Original Degree certificates of the candidates who opted to receive their degrees ***In-Absentia*** shall be posted to the address mentioned in their respective applications. Any change in the address shall be informed through mail to pjtsauconvocation@gmail.com by **10.06.2024**.

Date: 05.06.2024

**P. RAGHU RAMI REDDY
REGISTRAR**