



OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. No.: JISU/5th Convocation/Circular/02-2025/01

Dated: 6th February, 2025

NOTICE

5TH ANNUAL CONVOCATION OF JIS UNIVERSITY

The Fifth Annual Convocation of JIS University shall be held on Saturday, 1st March 2025 at 10.30 am in the offline mode.

VENUE: JIS University Agarpara Campus

Graduands of the Academic year 2023-24 for various programmes (*UG, PG, Diploma*) shall be conferred their respective Degree/Diploma Certificates at the Convocation ceremony.

Doctoral candidates who have defended their thesis and completed all the necessary formalities before 20th February 2025 will also be awarded their Ph.D. Degree Certificates.

Gold, Silver, Bronze, and University Topper (UG, PG), Best Ph.D. Research, and University Blue Medals shall also be awarded at the Convocation.

The graduating students who wish to attend the convocation ceremony are advised to apply online through the registration link:

<http://122.252.249.26:120/forms/frmConvocationForm.aspx>

Only the names of Graduands who have **successfully registered online shall be announced during the Convocation Ceremony.**

Last Date for the Online Registration is 20th February 2025.

Graduands registering (on-spot registration) on the day of the Convocation would be separately convoked on conclusion of the main event, during post-lunch session.

GUIDELINES FOR ATTENDING CONVOCATION CEREMONY

1. Students who have completed their programmes in 2024 are eligible for the award of Degree/Diploma Certificates during the 5th Convocation.
2. Online registration is mandatory.
3. **Students registering on the spot (on the day of the convocation) will have to wait for the convocation ceremony to conclude to collect their degree certificates. They would be separately convoked on conclusion of the main event, during post-lunch session.**
4. Students who are not able to attend the Convocation should collect their Degree/Diploma Certificates later from the Examination Office of JIS University.
5. Graduands participating in the Convocation should attend the rehearsal, which shall be held at 3:00 pm on Friday, 28th February 2025.
6. A briefing will be given at the rehearsal about the procedure for the distribution of degrees as well as the protocol to be observed during the function.
7. On the day of Convocation (1st March 2025), the participating Graduands should report at the Registration Desk at 8:00 am.
8. Students should occupy their respective seats in the Convocation Hall or other designated halls by 9:30 am (seating plan will be communicated at the Registration desk).
9. **No student shall be allowed to enter the designated hall after 10 am.**
10. During the rehearsal as well as during the Convocation Ceremony, students should keep their mobile phones in the switched off mode. Students will observe complete silence and decorum while being seated on their allotted seats.
11. Once the Convocation Ceremony starts, no one will be allowed to leave the Convocation Hall till the end of the entire ceremony and the departure of dignitaries.
12. Any change in the time of the Convocation ceremony will be notified on the University website, Press/media and through e-mail/SMS alert to each Graduand. No separate correspondence shall be done from the University end in this regard.
13. ***Procedure for Registration:***
 - The pass-out students of graduating year 2023-24 are advised to apply online at <http://122.252.249.26:120/forms/frmConvocationForm.aspx> by entering their Roll No. and proceed according to the steps mentioned.
 - Fill in all details and submit the form. After successful submission, students shall be required to pay

₹1000/- towards Convocation fees (fee payment by online mode). Only after payment of the convocation fees, the confirmation for registration will be received. Please note that payment of Convocation fees is compulsory even if the graduands are not able to attend the ceremony.

- After successful payment, Admit Card will be generated. Student should download, print and **mandatorily carry the Admit Card to the Convocation venue.**
- For any technical issue, please call us in the given helpline number: 83360 47403 or Email to: infocoe@jisuniversity.ac.in.

14. Dress Code for attending the Convocation:

- a) Ladies: Cream- colour formal Churidar-Kurta or cream- colour Saree
- b) Gents: Cream colour Kurta-Pyjama

It is compulsory for all Graduands attending the Convocation to conform to the prescribed dress code, failing which they may not be allowed entry into the Convocation hall. *All graduands shall be provided an 'Uttorio' to be hung around the neck for attending the Convocation.*

15. All registered Graduands shall be required to report at the Convocation Registration Desk on the day of the Convocation to collect the Uttorio, Food Coupon/s, and Seating Number. The Convocation Admit card has to be shown at the Registration desk.

16. Lunch shall be provided to all Graduands after the Convocation Ceremony.

Sd/-

**Controller of Examinations (Actg.), JIS University
Convocation Chairperson**

Copy to:

1. Hon'ble Vice Chancellor: For kind information
2. All Directors and Deans: For kind information
3. All HODs
4. Deputy Registrar, Academics
5. The Accounts Officer
6. Notice Board
7. Software Team (For publication on the website)
8. Office File