



OFFICE OF THE CONTROLLER OF EXAMINATIONS

Ref. No.: JISU/COE/OUT/22/36

Date: 22/03/2022

NOTICE

Sub: Second Annual Convocation Registration

The 2nd Annual Convocation of JIS University shall be held on 30th April 2022, 10.30 a.m. at JIS University Auditorium, Kolkata, in physical (offline) mode.

Ph.D Scholars, Post-Graduate and Under-Graduate Graduands and Diploma Scholars shall be conferred their respective Degrees/Diplomas at the Convocation. Gold, Silver, Bronze and University Topper Medals shall also be awarded at the Convocation.

The pass-out students of graduating year 2020-2021 are advised to apply online.

Those students who have already registered earlier and paid their Convocation Fees as well as those students, who registered but did not pay the Convocation Fees, need to click the link <http://122.252.249.26:120/forms/frmConvocationForm.aspx> provided herein to confirm their physical presence at the convocation.

The Last Date for the Online Registration is 09th April 2022.

GUIDELINES:

- 1.** Students who have completed their programmes in 2021 are eligible for award of Degree/Diploma Certificates at this Convocation.
- 2.** Online registration is mandatory. Only the names of Graduands who have successfully registered shall be announced during the Convocation Ceremony.
- 3.** Students who are not able to attend the Convocation, should collect their Degree/Diploma Certificates later from the Examination Office at JIS University.

4. All participating Graduands need to report to the University for registration at 8 AM on the day of the Convocation.
5. Entry to the Convocation venue shall be from the JIS University Gate only.
6. It is compulsory for all the Graduands who register for participating in the Convocation, to attend the dress rehearsal, which shall be held at 9:30 AM on the day of the Convocation.
7. Students should occupy their respective seats in the Convocation Hall or other designated halls by 9.15 AM (seating plan will be communicated at the registration desk).
8. No student shall be allowed to enter the designated halls after 10 AM.
9. 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 keep sitting in the allotted seats.
10. A briefing will be given about the procedure for distribution of degrees as well as protocol to be observed during the function.
11. Once the Convocation Ceremony starts, no one will be allowed to leave the Convocation Hall till the end of the ceremony, and the convocation party departs.
12. The exact time of the Convocation Ceremony, in case of any changes, will be notified on University website, Press/Media and through e-mail/SMS alert to each Student. No separate correspondence shall be done from the University end in this regard.

13. Procedure for Registration:

- The pass-out students of graduating year 2020-2021 are advised to apply online at <http://122.252.249.26:120/forms/frmConvocationForm.aspx> by entering 12-digit Roll No.
- Fill in all details and submit the form. After successful submission, students shall be required to pay Rs. 500/- towards Convocation Fees (online). Please note that payment of Convocation Fees is compulsory even if students 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 Technical issue, do write/call us in the given helpline number.

14. Dress Code for attending the convocation:

- a) Ladies: White or cream colour formal Churidar-Kurta or white/cream colour Saree

b) Gents: White or cream colour Kurta-Pajama

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 to 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.** Buffet lunch shall be provided to all participating Graduands and their accompanying guests.
- 17.** All Graduands shall have the opportunity to click Graduation Photograph at the end of the Convocation Ceremony.

Controller of Examinations

Copy to:

1. PA to Vice Chancellor (Submitted for the favor of kind information)
2. The Director, Department of Agricultural Science
3. The Dean's
4. The Departmental Heads
5. The Deputy Registrar
6. The Assistant Registrar
7. The Accounts Officer
8. Notice Board
9. Software Team (For publication in the website)