

**National Dairy Research Institute  
(Deemed University)  
Karnal-132 001 (Haryana)**

**INSTRUCTION TO CANDIDATES**

1. Convocation for the conferment of the following degrees will be held on Friday, the 10<sup>th</sup> March, 2018 at Dr. D. Sundaresan Auditorium. **Acceptance of the students must reach to the office of Academic Coordinator upto 28.2.2018.** Degrees of following as per programme will be conferred.
  - Doctoral Programme
  - Post Graduate Programmes
  - Under-graduate Programmes
2. Candidates who are eligible to obtain their degrees at the Convocation shall conform to the following:
  - a) Deposit convocation fee @ Rs. 100/- per candidate.
  - b) Obtain their identity cards from the University office on 09.03..2018 in the forenoon.
  - c) Wear the approved academic costumes as specified below. The gowns and hoods can be hired from authorized vendor (arranged near/inside Auditorium) on the day of rehearsal at 2.30 P.M.

<b>Name of the Examination</b>	<b>Gown</b>	<b>Scarf</b>
Doctoral Programme	Red	Yellow with green stripes
Post Graduate Programme	Black	Orange with green stripes
Under-Graduate Programme	Black	Red with green stripes

3. All candidates shall attend the Rehearsal on Friday, the 9<sup>th</sup> March, 2018 at 2.30 PM at NDRI Auditorium in full dress.

A candidate who does not attend the Rehearsal on the date mentioned above, will not be admitted to the Convocation.
4. A candidate who is eligible for admission to the degree but does not intend to attend appear at the Convocation in person can obtain his/ her degree in absentia on receipt of written request in the enclosed format. A fees of Rs. 600/- shall be charged for award of degree in absentia.

## SPECIAL INSTRUCTIONS FOR THE CANDIDATES AND MEDALISTS

1. Rehearsal Schedule : **2.30 PM; Friday, the 9<sup>th</sup> March, 2018**
2. Convocation Day : **Saturday, the 10<sup>th</sup> March, 2018**
  - a) Opening of the Convocation : **10.30 A.M.**
  - b) Graduates to occupy seat : **10.00 A.M.**
3. Graduates who are to receive the Degree/ Medals at the Convocation are requested to:
  - i) be punctual for rehearsal as well as for Convocation;
  - ii) enter the Auditorium on Convocation Day with their Gown and Hoods on, from the Gate meant for the graduates;
  - iii) occupy their seats in the Auditorium by **10.00 A.M.**
  - iv) observe silence and proper decorum while in the auditorium.
  - v) remain in their seats during Rehearsal and Convocation proceedings.
  - vi) see that they do not block the passages – either by standing or by walking to and fro.
  - vii) occupy correct seats. ( Note the row number and seat number allotted on rehearsal day and remember neighbors seated on the left and right chairs)
  - viii) ensure that they have signed the roll call sheets on the Rehearsal day, otherwise they will not be admitted to Convocation, and
  - ix) see that their identification cards are duly issued on the Rehearsal day for issue of gowns etc.
4. In case of any discrepancy in the degree awarded, please see the Controller of Examination, after the convocation is over. The discrepancy need not be pointed out during the Convocation, as that may cause unnecessary disturbance in the proceedings of the Convocation.
5. All the candidates for the award of degree and medals;
  - i) Will please rise in their place when the Academic Procession enters the Auditorium.
  - ii) Keep standing until the chief Guest occupies his chair on the dias;
  - ii) Keep standing when National Anthem is being played;
  - iii) Rise and keep standing when the Academic Procession leaves the Auditorium after the convocation is closed
6. The candidates are requested to occupy the seats assigned to them and keep to their seats during the Rehearsal and Convocation.
7. Candidates and medalist must not leave the auditorium during the proceedings of Convocation.
8. **No one should leave until the procession has left the Auditorium**

To

The Academic Coordinator,  
NDRI Deemed University,  
Karnal-132 001 (Haryana)

**Sub: Request for awarding degree in absentia**

Sir,

I am unable to attend the Convocation on 10<sup>th</sup> March, 2018 to receive my degree. You are, therefore, requested to consider awarding degree to me in absentia. The required fees of Rupees six hundred in the form of Demand Draft payable to "ICAR UNIT, NDRI, Karnal" payable at Karnal is enclosed.

Thanking you,

Sincerely yours,

Name\_\_\_\_\_

Class\_\_\_\_\_

Registration No.\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

To

The Academic Coordinator,  
NDRI Deemed University,  
Karnal-132 001 (Haryana)

Sir,

I wish to inform you that:-

- I will attend the Convocation on 10<sup>th</sup> March, 2018 and Rehearsal on 9<sup>th</sup> March, 2018.
- I am unable to attend the convocation. The requisite form duly filled in is enclosed to enable me to get the degree in absentia.

The Chief Hostel Warden may please see for making / do not making arrangements for boarding/ lodging for me for which I shall pay separately.

Thanking you,

Sincerely yours,

Name\_\_\_\_\_

Class\_\_\_\_\_

Registration No.\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

NB: Please tick the appropriate option.