

Dear Students,

The Third Convocation of Ansal University Gurgaon is being held on 27th February, 2019 in the University campus. The candidates who have qualified for award of degree certificate till academic year 2018 are eligible to register (See the list of eligible students here - [List of Eligible Students for Award of Degree at the Third Convocation](#)).

Following instructions for the Third Convocation must be adhered to -

1. Students who wish to receive their degree certificates in person on convocation day need to do the registration. The eligible candidates need to visit Convocation Registration Portal <https://goo.gl/forms/PVh6U5BJcdfDvnhs1> and complete the online registration process from 13 Feb 2019 upto 24 Feb 2019 (2359 Hrs). (Those who have already done the registration on the portal to ignore point 1 & 2)
2. Maximum two guests can be permitted for the Convocation and their details should be filled on the form at the portal as mentioned above while registering. No pending University dues should be against any student attending convocation.
3. The students should come with their valid photo ID proof in original such as -Aadhar, PAN, DL, Voters ID. Students would be allowed entry till 09:30 AM only.
4. Student's guests must also be coming with their valid/ original Photo ID such as -Aadhar, PAN, DL, Voters ID on the Convocation day. Student's guest would be allowed entry till 10:30 AM only.
5. Reporting time for the students is from 08:30 AM to 09:30 AM in the following rooms -

A 014, A015, A016: SSAA (Students).

A 017, for Ph.D. (Students).

A 101: SOL and SHM (Students)

A 102: SSD (Students)

A 104, A 105: SSB (Students)

A 202, A 204: SET (Students)

6. No robes will be distributed after 09:45 AM. Students, who are late, will not be entertained under any circumstances. Robes will be issued on First come first served basis.

7. Disbursal of robes in the respective rooms will be done after depositing security amount of Rs 1500 and showing valid ID. Security deposit will be returned to the respective students when they return the robes.

8. The students after robing must be seated at their designated place in the pandal.

9. All guests, as soon as they enter the campus, must move to their designated place in the pandal.

10. Convocation will be followed by Lunch at 01:30 PM.

11. The robes (including the cap and the hood) must be returned back to the rooms from where they were collected between 02:30pm - 03:30pm. Beyond this time, it will be assumed that the student is keeping the robes with himself/herself and the security deposit amount of 1500/- will be forfeited.

12. The security deposit of Rs. 1500/- will be forfeited in case the Convocation gown is torn or damaged or lost.

13. Dress Code: We would expect you to dress formally (for example: males - coat, shirt, tie and trousers; Females - either coat, shirt and trousers/formal skirts or Sarees or Salwar-Kameez etc.)

I look forward to see you all on the 27th Feb!

Best wishes,

Anil Yadav

Controller of Examinations,