

SUSHANT UNIVERSITY  
Examinations Department

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**NOTICE: 9<sup>th</sup> Convocation of Sushant University**

19 February 2025

Dear Graduating Students,

I am pleased to inform you that the Ninth Convocation of Sushant University is being held on 7<sup>th</sup> & 8<sup>th</sup> March, 2025 at the University campus. The candidates who have qualified for award of degree certificate till academic year 2023-2024 are eligible to register (See- [List-of-Eligible-Students-for-Award-of-Degree-at-the-Ninth-Convocation..pdf](#) ).

All students who wish to receive their degree certificates, whether in person or otherwise, need to do the registration. Please note that only the recipients are allowed in the Convocation. The eligible candidates need to visit Convocation Registration Portal (See <https://forms.gle/HTZuNvrmMowBqYkT7> ) and complete the online registration process from 19<sup>th</sup> February up to 28<sup>th</sup> February (2359 Hrs). The portal will close automatically after this timeline.

Following instructions for the Ninth Convocation must be adhered to -

**Schedule of Convocation**

Day	Date	School/Programme
Friday	7 March 2025	<ul style="list-style-type: none"><li>• University Medals</li><li>• Ph.D</li><li>• School of Art &amp; Architecture</li><li>• School of Design</li></ul>
Saturday (Morning Session)	8 March 2025	<ul style="list-style-type: none"><li>• School of Engineering &amp; Technology</li><li>• School of Health Science</li><li>• Vatel Hotel &amp; Tourism Business School</li></ul>
Saturday (Afternoon Session)	8 March 2025	<ul style="list-style-type: none"><li>• School of Business</li><li>• School of Law</li></ul>

1. **Only the recipient of the degree would be allowed entry on campus on the day of the convocation.**
2. The students should come with their valid photo ID proof in original such as -Aadhar, PAN, DL, Voters ID.
3. Reporting time for the students on 7<sup>th</sup> March is from 12:30 PM to 01:30 PM. Students entry would be allowed till 01:30 PM only. No robes will be

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distributed after 01:45 PM. The robes (including the cap and the hood) must be returned back to the rooms from where they were collected between 05:00 PM - 06:00 PM.

4. Reporting time for the students on 8<sup>th</sup> March (morning session) is from 09:30 AM to 10:15 AM. Students entry would be allowed till 10:15 AM only. No robes will be distributed after 10:30 AM. The robes (including the cap and the hood) must be returned back to the rooms from where they were collected between 01:00 PM - 02:00 PM.
5. Reporting time for the students on 8<sup>th</sup> March (Afternoon Session) is from 02:00 PM to 03:00 PM. Students entry would be allowed till 03:00 PM only. No robes will be distributed after 03:15 PM. The robes (including the cap and the hood) must be returned back to the rooms from where they were collected between 05:30 PM - 06:30 PM.
7. Disbursal of robes in the respective rooms will be done after depositing a security amount of Rs 1500 (cash only) and showing valid ID. Security deposit will be returned to the respective students when they return the robes on the same day as mentioned above.
8. Beyond the respective times as specified in above-mentioned Points 3, 4 & 5 it will be assumed that the student is keeping the robes with himself/herself and the security deposit amount of 1500/- will be forfeited.
9. The security deposit of Rs. 1500/- will be forfeited in case the Convocation gown is torn or damaged or lost.
10. Students, who are late, will not be entertained under any circumstances. Robes will be issued on a First come first served basis.
11. The students after robing must be seated at their designated place in the Auditorium.
12. Convocation will be followed by High Tea.
13. The University academic topper medals would be given on 7 February whereas the Programme toppers would be given on the day the particular programme is scheduled. For the list of academic toppers see the website ([List-of-Academic-Topper-Graduating-in-Academic-Year-2023-2024.pdf](#)).
14. Dress Code: Formal only (for example: males - coat, shirt, tie and trousers; Females - either coat, shirt and trousers/formal skirts or Sarees or Salwar-Kameez etc.)
15. Students who are unable to attend the Convocation can collect their degree from the Examinations Department from 12 March onwards. Please note that effective January 2023 the University imposes retainer charges

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for the gradesheets and degrees that are not collected post one year of the Convocation date. (See [Notice-Retainer-Charges-for-Degrees-Gradesheets.jpg](#))

16. Please ensure that you have no pending dues of the University. If you have any pending dues then you need to clear the dues in the next one week else you will not be part of the convocation and the degree will not be handed over until you have cleared all dues.

For any query, contact us on Email: [convocation@sushantuniversity.edu.in](mailto:convocation@sushantuniversity.edu.in)

Looking forward to seeing you all at the ceremony.

Best wishes for your future endeavours!

  
19/2/25

Anil Yadav  
Controller of Examinations

