



गुजरात केन्द्रीय विश्वविद्यालय

(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

3rd Convocation of CUG on 23rd February 2021, 4.00 p.m. at

Mahatma Mandir, Sector 13, Gandhinagar

General Instructions for Graduands

- Students who have submitted applications to receive the degree personally in the convocation must report at the **Main Convention Hall, Mahatma Mandir, Sector 13, Gandhinagar – 382017 (Gujarat)** by **03:00 p.m. on 23rd February 2021** in the prescribed Academic Dress as per notification number F. No. F. No. 62/2016-Admn. & Eval. (Part-2)/ dated 20.01.2021. **No graduand will be permitted to enter the venue after 03:00 p.m. on the day of convocation ceremony.**
- Degrees for various programmes of the university will be conferred to all graduands in the convocation ceremony, and graduands will acknowledge the same by standing up in their respective places. The order of degree distribution on the stage will be selected Ph.D. Awardees followed by selected CUG medal winners as per the selection criteria decided in the Deans' meeting.
- It is our pleasure to inform you that **all the Graduands will be conferred their degrees on the stage.** However, due to limitation of time and VIP movement, the programme will be carried out in two parts. In the first part, degrees will be conferred to the selected Ph.D. Graduands followed by the Medal/Certificate distribution to highest marks scoring selected Graduands in their respective PG programmes on the stage, as per the selection criteria decided in the Deans' meeting. In the second part of the programme, rest of the Graduands of UG, PG, M.Phil. & Ph.D. Programmes will be conferred the degrees on the stage by the dignitaries present on the dias. **After the convocation ceremony, refreshment is arranged for all the degree recipients and one accompanying person (parent/guardian) at the venue.**
- The 'Uttariya' prescribed as part of Academic Dress will be provided by the University. The COE office at sector 29, CUG Campus, Gandhinagar will distribute **Uttariya and the convocation invitation cards from 10:00 a.m. - 02:00 p.m. and 3.00 p.m. - 5.00 p.m. on 22nd February 2021.** The Uttariya can be retained by the students as a souvenir.

- Those students, who cannot collect the Uttariya and invitation cards due to genuine reasons on **22nd** February 2021, can collect on **23rd** February 2021 at COE office counter at sector 29, CUG Campus, Gandhinagar between **9.30 - 11.00 a.m.** only, after which Uttariya and invitation cards will not be issued. **It is once again reminded that graduands without the complete Academic Dress including Uttariya will not be permitted to receive their degrees on the stage.**
- Uttariya and invitation cards will be given to the students on showing the proof of the registration for convocation and will be issued to only those students who have chosen to receive the degree personally in the **3rd** convocation ceremony. Please bring your fee receipt/acknowledgement as a proof.
- All students are advised to pay any kind of balance dues before 3rd Convocation.
- No other person will be allowed to collect Uttariya/invitation card on behalf of the actual graduand.
- Those students who may not be able to attend the convocation ceremony due to unavoidable reasons, and those who have chosen to receive degree from the counter, **can collect their degree certificates from 24.02.2021 onwards from the COE Office counter during the office hours** on any working day of the university. Those who have chosen to receive the degree by post, their degrees will be dispatched after the convocation by registered post to the given address.
- **Only one additional person (parent/guardian) per graduand will be permitted to enter the venue.** For entry, convocation invitation cards **must be** obtained from the COE Office on **22nd February 2021**. The accompanying person shall take seat in separate area designated for guests. Please carry the invitation card as well as a Proof of Photo Identity (Aadhaar card/PAN card, etc.) with you.

DISCIPLINE, BEHAVIOUR AND ETIQUETTES:

- Mobile phones **MUST** be switched off on entry inside the venue and should remain switched off throughout the ceremony.
- Please maintain the decorum of the Convocation by avoiding activities like cross talking, standing for no reason, unnecessary movement of chairs, loitering, etc. inside the venue that may disturb the solemnity of the Convocation.
- All students and others present **must compulsorily** stand up when the Convocation Procession enters in or moves out of the venue and when the National Anthem is played.

- All are expected to **listen carefully and follow the instructions/announcements** being made during the ceremony.

PHOTOGRAPHY / VIDEOGRAPHY:

- Except for designated professional / official / press photographers who will take the photographs of the event and all the students receiving their degrees on stage, **no** one else is permitted to take photographs during the convocation. **PLEASE TAKE A NOTE OF THIS TO MAINTAIN** discipline during the Convocation ceremony.
- Graduands are requested to avoid clicking pictures and selfies in the hall during the ceremony.

GENERAL INSTRUCTIONS:


- No persons except for those on duty shall be allowed to stand in the venue while the convocation proceedings are on.
- Please cooperate and follow the instructions given by the volunteers/faculty/security staff before, during and after the event.
- Kindly note that heavy luggage will not be allowed inside the hall for security reasons.
- Ensure that you carry minimum luggage as you come to the hall for the convocation ceremony.
- Please take care of your belongings as the University shall not be responsible for the loss of any of your belongings.
- It is anticipated that all the participants will avoid littering and strive to keep the venue clean.
- For further clarity in any of these matters, please contact COE office at 079-23977446.

GENERIC PREVENTIVE MEASURES/COVID-19 APPROPRIATE BEHAVIOUR:

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students, and visitors) in the venue:

- i. Maintain physical distance of at least 6 feet from one another.
- ii. Use face covers/masks mandatorily all the time.
- iii. Those having symptoms of fever, cough or difficulty in breathing should avoid coming to the event.
- iv. Frequent washing of hands with soap even when hands are not visibly dirty. Use of alcohol-based hand sanitizers is a must.

- v. Follow respiratory etiquettes strictly. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and proper disposal of used tissues.
- vi. Self-monitor one's health and report any illness at the earliest.
- vii. Spitting is strictly prohibited.
- viii. Installation & use of Aarogya Setu App is advised.
- ix. **Invitees and students are requested to follow the guidelines/advisories issued by M.H.A, Government of India, MoE and UGC, as well as Circulars issued by our university from time to time to prevent the spread of COVID-19, which are uploaded regularly on the website of the University.**
- x. **All students are requested to fill the undertaking form of COVID-19 and after filling the form it needs to be submitted to the concerned person at the entry gate at Mahatma Mandir, Gandhinagar. Without the undertaking form, entry will be restricted (Annexure A).**


17/02/21
Prof. Sanjeev Kumar Dubey
Controller of Examinations (Offg.)
Prof. Sanjeev Kumar Dubey
प्रो. संजीव कुमार दुबे
Controller of Examinations (Offg.)
परीक्षा नियंत्रक (प्रभारी)
Central University of Gujarat
गुजरात केन्द्रीय विश्वविद्यालय
Gandhinagar - 382 030
गांधीनगर - 382 030.

MAHATMA MANDIR
CONVENTION AND EXHIBITION CENTRE
GANDHINAGAR, GUJARAT

**Self-Declaration by
VISITOR / GUEST**

Duration of visit: _____ am/pm to _____
_____ am/pm Date: _____

Guest of: _____

I _____ declare that

1	I have no sign of flu (cough, cold, fever)	
2	No one in my family has any sign of flu	
3	My body temperature is below 99.2F /37.5C	
4	I practice good personal hygiene and my hands are clean	
5	I understand and follow the protocol of social distancing	
6	I will always be with my host	
7	I will use face mask and gloves inside the premises	
8	I will not touch anyone else's belongings	
9	I will inform my host if anytime I develop flu like symptoms	
10	I will sanitize my hands while entering the property	
11	I have Arogya Setu App in my mobile phone	

Company Details:
Contact Number: _____

Signature _____