

INVERTIS UNIVERSITY, BAREILLY

2nd Convocation Ceremony 2016 **Instructions to the Candidates**

GENERAL

- **2nd Convocation of Invertis University, Bareilly** is scheduled to be held on **19th May 2016**.
- The Registration Form is available at <http://www.invertisuniversity.ac.in/announcements/2nd-convocation-ceremony-2016/106/> .
- All the registered candidates are to be physically present in the university on the Convocation Day. Schedule will be provided on the website.
- It will be mandatory for all registered candidates to attend rehearsal on the previous day of Convocation Ceremony. Timings will be notified later.
- Dress Code is to be followed strictly.

DRESS CODE

Formal dress is to be worn for the ceremony as indicated below.

- Females: Saari/Western (formal shirt/trousers).
- Males : formal shirt with tie/suit, black shoes & socks.
- Casual footwear (trainers, plimsolls, flip-flops, Bathroom slippers and hawai chappals etc) is not permitted. Flowers, or other articles should neither be worn nor be carried during the convocation ceremony.
- Dress regulation will also apply to guests.

ACCOMPANYING GUESTS

- The degree recipient is allowed to bring maximum two persons.
- Only parents, blood relations (brother/sister) or spouse of the degree recipient will be allowed.
- Degree recipients desirous to bring their parents/siblings/spouse must forward their particulars in their Registration Form so that appropriate courtesy and hospitality is extended to them.
- Children below 12 years are not allowed.

- Students coming for convocation can avail accommodation facility in the campus at subsidized cost of Rs. 200 per day.
- Parents of only those students will be allowed to sit in the Auditorium who will submit the convocation fees on time & will give prior information about their parent's arrival.

CONVOCAATION ROBE

- All Candidates will be issued gowns and caps at the University from the Registration Desk only after showing fee receipt and they will wear convocation gown throughout the function.
- It is mandatory to return Convocation Gowns on the same day to the Registration Desk in Seminar Hall 2. Security money Rs.250 will be refunded to them at the return of the gown.

TIMINGS

- All candidates are required to follow the time-schedule strictly.
- The Students are expected to maintain strict code of discipline in the Convocation Hall.
- The Recipients are not allowed to leave the Convocation Hall before the function is over and the Academic Procession has left the Hall.

PROCESSION

- All present in the Convocation Hall will rise when the Procession enters and when the Procession leaves the Hall.

REGISTRATION

- The Registration Form for Convocation 2016 may be downloaded from invertisuniverstiy.ac.in. You may scan the filled in form and forward the advance copy with complete details to convocation@invertis.org. However, students are required to submit the hard copy of the Registration form in duplicate on the Convocation Day alongwith Fee Deposit slip.

MODE OF PAYMENT

Students may deposit fee as mentioned below

- through Demand Draft drawn in favour of **Invertis University, Bareilly** drawn on Bareilly by speed post to **the Registrar, Invertis University, NH-24, Bareilly 243123 (UP)**.

[OR]

- deposit cash at the Fee Counter in Invertis Campus.

[OR]

- online in the following account -
Bank Name: HDFC
Name of A/C: Invertis University
A/C No: 08601450000752
Branch: Priyadarshini Nagar, Bareilly
IFSC Code: HDFC0000860

FEE DETAILS

- **Convocation Fee details –**
Degree Fee – Rs.1000/-
Convocation Fee – Rs.500/-
Security Fee (Refundable) – Rs.250/-
- **Last date for registration is 10th May, 2016.**

(Registrar)

INVERTIS UNIVERSITY, BAREILLY

19th May, 2016

Registration Form

Affix
Photo

Roll No. :

Student ID :

Full Name (in English) (Block Letters) :

Full Name (in Hindi):

Course:Branch :Year of completion :

Contact Address :

.....

Mobile No. E-mail ID:

(i) Compulsory for all pass out students of 2015.

I am depositing Rs.1000/- for Degree Fee.

(ii) Only for candidates attending Convocation Ceremony.

I am depositing Rs.500/- as Convocation Fee.

I am depositing Rs.250- (refundable) for Convocation Robe

Please indicate the number of persons accompanying (If any) :

(with name & relationship, not more than 2).....

Fee Deposit Details (fill whatever is applicable)

Cash Receipt No.	DD No. & date	Online Transaction No.

Note : For any queries please contact **9690955222, 9690955444** (or) send email at : convocation@invertis.org.

Date: _____

Signature of the student _____

FOR OFFICE USE ONLY

Registration No.:

<p>Verified & Checked by</p> <p>_____</p> <p>(Name & signature of the authorized signatory)</p>	<p>Convocation robe returned & security refunded</p> <p>_____</p> <p>(Name & signature of the authorized signatory)</p>
---	---

Note : Please bring copy of this form in duplicate on the Convocation Day.

INVERTIS UNIVERSITY

Invertis Village, Bareilly-Lucknow National Highway-24, Bareilly-243 123

Phone : 0581-2460442, 2460443 • Telefax : 0581-2460454 • E-mail : inspire@invertis.org • www.invertisuniversity.ac.in