



Instructions to the candidates attending IN-PERSON to the 55th Convocation of PJTAU

1. All the candidates attending the Convocation In-Person shall be allowed to enter the venue, the University Auditorium only on production of the Admit Card. Hence all the candidates shall download the Admit Card from www.pjtau.edu.in. The duly filled-in Admit card with an attested photograph must be produced at the entry point of the University Auditorium.
2. The seat numbers allocated to individual candidates (mentioned on the top right corner of the Admit Card) attending the convocation (In-Person) is displayed on the University website.
3. The candidates (Ph.D, PG & UG) shall collect their academic sashes and badges one day before the Convocation *i.e.*, on 01.08.2025 from 11:00 AM to 01:00 PM at **the Cellar of the University Auditorium** (opp. parking area). Without the Admit Card, the academic sashes and badges shall not be issued to the candidates.
4. The candidates **shall attend Convocation Rehearsal** at the University Auditorium from 02:00 PM on 01.08.2025 without fail.
5. The academic sashes and badges shall be made available on 02.08.2025 from 07:30 to 09:00 AM at **the Cellar of the University Auditorium** (opp. parking area) for those who could not collect the same on the previous day. **No academic sashes and badges shall be issued after 09:00 AM on 02.08.2025.**
6. The candidates shall be present at the Convocation Hall by 09:00 AM on 02.08.2025 and shall not be permitted after the scheduled time.
7. The candidates shall be dressed properly for the convocation along with their Academic sashes and badges. The dress code for women is saree/salwar kameez and formal wear for men.
8. On the day of convocation, the candidates attending In-Person are **instructed to enter the University Auditorium from the left side gate and through the left side entrance of the auditorium only.**
9. The candidates shall hand over the duly filled-in Admit Card at the entrance of the Convocation Hall to the concerned staff.

10. After entering the Convocation Hall, **the candidates shall strictly occupy the seats allotted to them as per their Admit Card** and shall not shift to other seats.
11. The candidates are requested to maintain discipline and decorum during the convocation.
12. The candidates shall remain standing when the Chancellor, Chief Guest, Vice Chancellor, Members of Board of Management and Academic Council enter the Convocation Hall and also when they retire.
13. The candidates shall answer loudly and audibly to the questions put to them by the Chancellor/Vice Chancellor which shall be circulated on the day of the rehearsal.
14. The candidates are strictly forbidden from leaving their seats until the Chancellor, Chief Guest, Vice Chancellor, Members of the Board of Management and Academic Council retire from the Convocation.
15. The **UG candidates** shall collect the **Original Degree (OD) certificates** within two (02) hours after the convocation proceedings **from the University Auditorium upon producing a valid photo ID card** (Aadhaar card, PAN card, Passport, etc.).
16. The Original Degree certificates of the candidates who opted to receive their degrees ***In-Absentia*** shall be posted to the address mentioned in their respective applications. Any change in the address shall be informed through mail to convocation.pjtau@gmail.com by **31.07.2025**.

Date: 22.07.2025

**G.E.CH. VIDYA SAGAR
REGISTRAR**