



DELHI TECHNOLOGICAL UNIVERSITY
(Estd. By Govt. of Delhi vide Act No. 6 of 2009)
(Formerly Delhi College of Engineering)
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Conduct Guidelines during Golden Pride Dinner (December 18, 2024) and
11th Convocation Ceremony (December 19, 2024)

Delhi Technological University is organizing its 11th Convocation Ceremony on December 19, 2024 to confer degree to Ph.D. scholars who have successfully completed the Ph.D. programme during November 17, 2023 - December 18, 2024. Also, the Golden Pride Function is being organized on the evening of December 18, 2024 (4:30 P.M. onwards) in honour of recipients of Ph. D. Degrees, Gold Medals, and Merit Scholarships of the University. By adhering to the following code of conduct, Degree/Medal recipients can ensure a dignified and memorable convocation ceremony.

1. General:

- a) Given the formal and dignified nature of the ceremony, all degree and medal recipients are advised to wear Formal Indian attire and suitable footwear on both days.
- b) Children below 10 years will not be permitted inside the auditorium.
- c) Report to the Designated Area- Near Auditorium Reception and stage. Take your designated seat as per the seating plan provided by the university.
- d) Confirm your attendance near the stage area during the Convocation ceremony (December 19, 2024). Last attendance shall be marked at 9:30 A.M. near stage area. Those who will not be marked present till 9:30 A.M. will not be allowed to enter the auditorium thereafter and may collect their degree from the Academic office after the event is over.
- e) You may contact the Academic Office after the event is concluded in case of any discrepancy in the Degree.
- f) Follow the instructions provided by the university staff and volunteers throughout the ceremony.
- g) National Anthem and Convocation Address: Stand respectfully during the national anthem and listen attentively to the convocation address.
- h) Following the ceremony, Graduands can proceed to lunch venue reserved for students in the lawns near the Auditorium and have lunch.

2. Registration (Pre-Convocation):

- a) Check Eligibility: Verify your eligibility to receive the PhD degree during the convocation ceremony.
- b) Fill Out the Registration Form: Complete the convocation registration form, providing accurate and required information (<https://convocation.dtu.ac.in/>)
- c) Gather Required Documents: Ensure you have all necessary documents, including your identity proof, and No Dues Form form.

- d) **Submit Required Documents:** Submit the necessary documents, including your identity proof and No dues form.
- e) **Verify Registration Details:** Double-check your registration details, including your name, degree, and seating arrangement.

3. Rehearsal (Pre-Convocation): 18th December 2024 at 2:30PM in Auditorium

- a) Attendance at the rehearsal is compulsory. Those who fail to attend the rehearsal will not be allowed to attend the main function.
- b) **Attend the Rehearsal Session on Time:** Participate in the rehearsal session to familiarize yourself with the convocation proceedings. **Practice Walking and Movement:** Practice walking, standing, and moving in your academic regalia to ensure comfort and confidence.
- c) **Familiarize Yourself with the Stage:** Get familiar with the stage, seat, ramps, and steps to avoid any accidents or mishaps during the convocation ceremony.
- d) **Bring Identity Proof and No Dues Certificate:** Bring your PhD certificate to the rehearsal.

4. During the Convocation:

- a) **Punctuality:** Arrive at the venue by 7:00 AM.
- b) **Report to the Designated Area:** Report to the designated registration in the lobby of Auditorium at the scheduled time for PhD degree recipients before the convocation ceremony. Take your designated seat as per the seating plan provided by the university.
- f) **Confirm Attendance:** Confirm your attendance near the stage area at the convocation ceremony. Collect Academic Regalia (scarf) after completing the registration process.
- c) **Academic Regalia:** Wear the prescribed academic regalia (scarf) as instructed by the university.
- d) **Maintain respect and decorum** throughout the ceremony and put your mobile phone on silent mode during the ceremony.
- e) **Degree Receipt:** Receive your degree certificate with both hands, and acknowledge the dignitaries on stage with bowing or Namaste.
- f) Students are also requested to guide their parents to occupy their seats by 10:00 A.M.
- g) Students are advised to remain standing at the following occasions:
 - a. At the time when the members of the academic procession enter the hall and till they take their seats.
 - b. At the time of National Anthem.
 - c. At the time when the academic procession departs and leaves the hall.

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