

## **INSTRUCTIONS FOR GRADUANDS ATTENDING THE CONVOCATION 2024**

1. **The Convocation for the students passed out in the Year 2024 will be held on Wednesday, the 7<sup>th</sup> May 2025 at 5:00 P.M. at University Campus, Yamuna Expressway Gautam Budh Nagar.**
2. **The detailed Reporting Schedule programme for Convocation for Wednesday, the 7<sup>th</sup> May 2025 is as follows: -**

### **VENUE FOR CONVOCATION:**

**Galgotias University Campus**  
Plot No.2 Sector -17A  
Yamuna Expressway, Greater Noida

<b>EVENT</b>	<b>TIME</b>
Reporting Time	3:00 P.M.
Registration/ issue of Convocation Folder/Food Coupon and Collection & wearing of Stole	3:00 P.M. onwards
Entry into Convocation Hall and to be seated	5:00 P.M.
Convocation Briefing	5:30 P.M.

**"Graduands are requested to confirm their participation by sending an email to [convocation@galgotiasuniversity.edu.in](mailto:convocation@galgotiasuniversity.edu.in)."**

### **Enclosures:**

- **Information**
- **Instructions for students to be followed**
- **Contact details of Deans/HoDs for further assistance, if required**

## **INFORMATION**

### **Please note:**

Graduands will be issued their Convocation Registration Slip, Stole and Food Coupons.

### **Venue of Convocation on 07<sup>th</sup> May 2025**

Galgotias University, Uttar Pradesh  
Plot No.2, Sector -17A, Yamuna Expressway, Greater  
NoidaGautam Budh Nagar – 203201 (U.P.)

### **Dress for Graduands**

Formal Dress will be worn for the function as indicated below:

- **Gents:** - Kurta & Pajama of Cream Colour (preferably KHADI)
- **Ladies:** - Saree of Cream Colour with Golden/Green/Red Border (preferably Handloom)

### **Convocation Stole**

**All the Graduands will be issued Stole at the venue in the earmarked enclosure and they will wear the same throughout the function.**

### **Timing**

Timing as per programme given above will be strictly adhered to by all the Graduands and their Guests.

**In case reporting late, will not be permitted to attend the Convocation Ceremony**

**The Graduands once seated in the Convocation Hall will not be allowed to come out till the Convocation is over.**

### **Discipline**

Perfect discipline will be maintained commanding the sanctity of the function.

### **KINDLY NOTE**

**NO STUDENT SHALL BE PERMITTED TO MOVE FROM HIS/HER SEAT WHILE THE CONVOCATION CEREMONY IS IN PROGRESS. STUDENTS AND FACULTY SHALL LEAVE THE VENUE ONLY AFTER THE END OF THE CEREMONY AND AFTER THE CHIEF GUEST AND ACADEMIC PROCESSION HAS LEFT.**

**Complete silence is to be maintained while the ceremony is going on.**

### **Refreshment**

Graduands will get coupons for them and their Guests at the time of Registration and Refreshment Box will be collected after the Convocation Ceremony

### **Photography**

Photography cabins will be put up outside the Convocation hall, where the Graduands can get themselves photographed, if they do wish.

## **INSTRUCTIONS FOR STUDENTS ON THE DAY OF CONVOCATION**

<b>DO'S</b>	<b>DONT'S</b>
<ul style="list-style-type: none"><li>• Students should be seated in the Convocation Hall on time</li><li>• Students should maintain pin-drop silence in the Convocation Hall</li><li>• Students should maintain discipline in the Convocation Hall</li><li>• Students should be seated in the rows reserved for their school only</li><li>• Students should maintain discipline in the University Campus</li><li>• Refreshment coupons should be kept safely.</li><li>• In case student has not registered for the convocation earlier, he/she may contact the Dean/HoD and submit the registration fee in the accounts department.</li></ul>	<ul style="list-style-type: none"><li>• Students should not throw their Stoles in the air in the Convocation Hall.</li><li>• Students should not make any noise in the Convocation Hall.</li><li>• No student should leave the Convocation Hall while the ceremony is in progress</li><li>• Refreshment coupons shall be issued to the guests and registered students only.</li><li>• There will be zero tolerance for any kind of indiscipline.</li></ul>

**YOU MAY CONTACT THE DEAN/HOD OF THE DEPARTMENTS FOR  
FURTHER DETAILS OR ASSISTANCE REQUIRED, IF ANY**

<b>SCHOOL/ Department</b>	<b>Name of Dean/HoD</b>	<b>PHONE</b>	<b>EMAIL</b>
School of Basic Sciences	Dr. Sanjeev Kumar	9999908675	sksingh@galgotiasuniversity.edu.in
School of Biosciences and Technology	Dr. Abhimanyu Kumar Jha	8285470873/ 7827604990	dean.sbt@galgotiasuniversity.edu.in
School of Agriculture	Dr. Sahadeva Singh	9999641545	dean.soagri@galgotiasuniversity.edu.in
School of Engineering	Dr. Deepak Soni	9896871533	hod.sce@galgotiasuniversity.edu.in
	Dr. Meenakshi Awasthi	9911871195	hod.seece@galgotiasuniversity.edu.in
	Dr. Sudhir Kumar Singh	9818547947	hod.sme@galgotiasuniversity.edu.in
School of Computer Science & Engineering	Dr. Sunita Yadav	9873587500	dean.scse@galgotiasuniversity.edu.in
School of Computer Applications & Technology	Dr. Vineeta Khemchandani	981898460	dean.scats@galgotiasuniversity.edu.in
School of Design	Ms. Ruchi	9811974789	dean.soa@galgotiasuniversity.edu.in
School of Business	Dr. Jagannath Mohanty	9158046397	deanlnp.sob@galgotiasuniversity.edu.in
School of Commerce	Dr. Anurag Kumar	9990640982	Dean.sfc@galgotiasuniversity.edu.in
School of Hospitality & Tourism	Dr. Rajeev Mishra	94491 04554	dean.soh@galgotiasuniversity.edu.in
School of Law	Dr. .Aditya Tomar	9411903012	dean.law@galgotiasuniversity.edu.in
School of Media & Communication Studies	Dr. A. Ram Pandey	9911893074	aram.pandey@galgotiasuniversity.edu.in; dean.smcs@galgotiasuniversity.edu.in
School of Liberal Education	Dr. Anuradha Parashar	8918726497	dean.sole@galgotiasuniversity.edu.in
School of Medical & Allied Sciences	Dr. Shaik Abdul Rahman	9849702527	dean.sma@galgotiasuniversity.edu.in
School of Allied Health Sciences	Dr. Shagun Agarwal	9910259583	dean.sahs@galgotiasuniversity.edu.in
School of Nursing	Dr. Lekha Bisht	9643418895	dean.son@galgotiasuniversity.edu.in
School of Education	Dr. Satyendra Gupta	9899696608	dean.soe@galgotiasuniversity.edu.in
School of Life Long Learning	Mr. Jasjit Singh Mahon	9501664852	dean.slll@galgotiasuniversity.edu.in
Galgotias Polytechnic	Dr. Mohit Gaharwal	9368627931	principal.polytechnic@galgotiasuniversity.edu.in