

## INSTRUCTIONS FOR GRADUATES ATTENDING CONVOCATION

Graduates are required to report to the University on December 26, 2018 at 09:00am for rehearsal and on December 27, 2018 at 09:00am for the Convocation. Please ensure the following:-

1. Graduates and parents / guests MUST bring their original CNIC as entry to the Convocation Arena. Entry will be allowed ONLY through invitation card and original CNIC
2. Dress for the Convocation:-
  - a. **Graduates**  
Male: A dark colour lounge suit with close collar and closed shoes with laces  
Females: Kameez Shalwar/Trouser with Dopatta/Head scarves of sober colour
  - b. **Parents/Guests**  
Male: Lounge suit / shalwar suit with waist coat/ closed collar  
Female: Decent dress of sober colour
3. Gowns, hoods and caps will be hired from the contractor and issued on rent on 24<sup>th</sup> and 25<sup>th</sup> December 2018. You are required to bring Rs 2000/- with you for security deposit and rent
4. Please note that returning of the Gown, Hood and Cap is pre-requisite for receiving original degree from the University else the security will be adjusted against the payment of gown, hood and cap
5. Graduates not participating in rehearsals will not be allowed to attend Convocation
6. Guests under the age of 10 years will not be permitted entry in the Convocation arena
7. Cell phones/cameras/hand bags are not allowed in the Convocation arena
8. Graduates must wear regalia in strict conformity both on Rehearsal day as well as on Convocation day
9. Gown string should be properly tied and the tassel on the cap should be on the right side
10. Keep the hood on the left side under your arm with ribbon part on the upper right shoulder. After the conferment of degree the direction of hood and the ribbon part will be changed on right side
11. Graduates will be issued identity cards on Rehearsal day. Convocation ID cards must be worn by the graduates on Rehearsal day as well as on Convocation day
12. Good behavior and good manners are reflective of good up-bringing with decent family background, good education and well-groomed personality. Graduates should behave themselves in a dignified manner throughout the proceedings of the Convocation
13. All graduates, faculty members and guests will stand in honour of procession when it enters the Convocation Arena.
14. Graduates are expected to maintain **pin-drop silence** when the academic procession enters the Convocation arena as well as during the Convocation proceedings and to avoid talking or discussing anything among themselves.
15. Graduates should sit properly, straight and erect on their seats
16. Smoking and bringing edibles inside the Convocation Arena is strictly prohibited
17. Graduates are required to rise from their seats at the time of conferment of degrees
18. When the Governor/Patron of The University of Faisalabad say, "I admit you to the degree .....", please bow your head and upper part of the body keeping your right hand on the chest. This is done as a token of respect
19. Graduate receiving the awards from Chief Guest should face the camera so that he/she can be photographed
20. Graduates receiving his/her medal should show utmost courtesy and respect to the Chief Guest by saying "Thank You Sir"
21. No graduate will be allowed to leave the Convocation Arena before the conclusion of the Convocation proceedings. They will leave only after the final announcement is made by the Master of the ceremony
22. Graduates will leave the Convocation Arena in an orderly manner; starting from the back rows, without rushing out in any case
23. A University photographer will be available at the venue for taking photographs
24. Group Photographs with the dignitaries and faculty members will be taken after the conclusion of Convocation
25. Lunch will be arranged for graduates and their parents in the University Campus Lawn