

**BABA MASTNATH UNIVERSITY**  
**SECOND CONVOCATION : 06 OCTOBER, 2018**  
**PREPARATORY ACTIONS BY THE STUDENTS**

Date	Procedure/Activity
<b>Before 28/09/2018</b>	<ol style="list-style-type: none"> <li>1. To download Consent Form and Entry Pass proforma from Website.</li> <li>2. Fill both Forms, obtain signatures of respective Deans, and submit Rs 2000/- fee in Accounts Branch and obtain Fee Receipt (FR). Also deposit Rs.600/- as Dress Security Fee and obtain Receipt (DSR).</li> <li>3. Deposit Consent Form and FR with respective Deans, and retain DSR with self.</li> </ol>
<b>Rehearsal Day : 5<sup>th</sup> October, 2018</b>	
8:00 AM	Report for Rehearsal in front of Auditorium.
8:00 to 8:15 AM	Briefing about Counters and Convocation by Dean, Academic Affairs.
8:15 to 8:45 AM	Collect Entry Pass, Shash & Pugri from designated Counters. (Shash & Pugri will be issued against DSR).
8:45 to 9:00 AM	Entry in the Convocation Hall by showing the Entry Pass. Entry will be closed at 9:00 AM sharp.(Entry Pass will indicate Row & Seat No.).
9:15 to 9:45 AM	The students will be briefed about the Convocation Procedure by Dean, Academic Affairs.
9:45 to 11:00 AM	Full Dress rehearsal of the Convocation.
11:00 AM, Onwards	Group Photos of all students (Deptt. & Course Wise) at the earmarked place.
<b>Convocation Day 6<sup>th</sup> October, 2018.</b>	
8:00 AM	Convocation Day Reporting time in full Dress as prescribed. (Entry will not be allowed if Dress Code is not followed.)
9:00 AM	Entry in the Convocation Hall by showing the Entry Pass at the Gate. No entry will be allowed without Entry Pass. Gates would be closed at 9:00 AM sharp.
10:00 to 12:30 PM	Convocation Proceedings.
12:30 PM Onwards	To deposit Entry Pass at the Counter. Also deposit Shash & Pugri and obtain refund of Rs.500/- from the relevant Counter.

**Controller of Examinations.**