



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

Rabindranath Tagore University

Office of the Controller Of Examinations

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STANDARD OPERATING PROCEDURE (SOP)
FOR THE 2ND CONVOCATION ON 28 JANUARY 2025

Dated-25-01-2025

A few general instructions to be followed during the entire convocation process:

- 1) Only the **registered graduating students**, along with **one parent**, shall be allowed to enter the RTU campus on 28th January, 2025.
- 2) The registered graduating students have to necessarily bring the convocation fee paid **money receipt** along with any **one document** as proof of **identity** such as University ID card or Adhar Card.
- 3) **No bag** / luggage will be allowed inside the convocation hall.
- 4) All the dignitaries, invited guests, and graduating students must take their **respective seats by 11.30am sharp**. However, all the registered graduating students must report to the university at 8.00 am sharp on 28th January, 2025.
- 5) The schedule and instructions mentioned in the **convocation booklet**, available at the seats, are to be followed strictly. **No separated announcements** will be made for the same during the convocation.
- 6) All are requested to kindly **rise** in their seats when the **academic procession enters** the convocation hall, and are requested to **maintain the position** till the completion of the state anthem / national anthem.
- 7) Please **maintain silence** throughout the programme.
- 8) Please keep your mobile **phones in silent mode**.
- 9) Please note that photography and videography are strictly **prohibited** inside the convocation hall.
- 10) The media persons are requested to maintain proper **protocol** and to record the programme from the spaces allotted to them.
- 11) All the graduating students are requested to note that the certificates that they will be receiving on the stage shall be a replica of the original one. They will be getting their **original certificates** at the counter where they will be **returning** their graduation robes.
- 12) The graduation robes will be distributed on **27th January 2025**, and shall be returned to the same counter after the Convocation ceremony on 28th January 2025, in order to receive the original certificate and food coupon.
- 13) Students are requested **not to leave their respective seats** during the ceremony. If you need any help, you are requested to contact your **nearest volunteer**.
- 14) You are requested to **not to leave the convocation hall** until the academic procession leaves, after the conclusion of the ceremony.
- 15) Please keep in mind to **rise** in your seats when the academic **procession leaves** the convocation hall after the ceremony is over.
- 16) All are requested to maintain necessary **decorum and discipline** throughout the ceremony.
- 17) We seek your kind **cooperation and support** in making the 2nd convocation of Rabindranath Tagore University a great and grand success.

You are Welcome

Sd/-

(Subhajit Chakraborty)

Controller of Examinations

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