

**ICAR-National Dairy Research Institute
(Deemed University)
Karnal-132 001 (Haryana)**

INSTRUCTION TO CANDIDATES

1. Eighteenth Convocation for the conferment of the following degrees will be held on Saturday, the 17th April, 2021 at Dr. D. Sundaresan Auditorium. **A confirmation to attend/not able to attend (Degree in absentia) must reach the office of Academic Coordinator upto 05.04.2021 by post/email as per programme in the enclosed proforma.** Degrees of candidates who have successfully completed the academic requirements for the award of degrees for the following programmes will be presented before the Chief Guest during the Convocation. All correspondence with regard to any query related to convocation should be addressed to email given in the corresponding parenthesis.
 - B. Tech(Dairy Technology)- (meenundri@gmail.com)
 - M.Sc./M.Tech./M.V.Sc.- (krishnabeh175@gmail.com)
 - Ph.D.- (ndri.sahil@gmail.com)
2. Candidates who are eligible to obtain their degrees at the Convocation shall conform to the following:
 - a) Deposit convocation fee @ Rs. 100/- per candidate.
 - b) Obtain their identity cards from the University office on 16.04.2021 in the forenoon.
 - c) Wear the approved academic costumes as specified below. The costumes can be hired from authorized vendor (arranged near/inside Auditorium) on the day of rehearsal at 2.30 P.M.

White Kurta Pajama with stole and jacket of specified colour for boys alongwith black shoes.

White Salwar Kameej with stole and jacket of specified colour for Girls alongwith black shoes.

Candidates should bring their own kurta pajama/salwar kameej of white colour. Stole and jacket will be provided by authorized vender at the venue. These should be collected a day before the Convocation.
3. All candidates shall attend the Rehearsal on Friday, the 16th April, 2021 at 2.30 PM at NDRI Auditorium in full dress. The uniform may be collected from Vender in the forenoon.

A candidate who does not attend the Rehearsal on the date mentioned above, will not be admitted to the Convocation. Candidate should come to Institute in approved academic costume on day of Convocation.
4. A candidate who is eligible for the admission to the degree but does not intend to attend at the Convocation in person can obtain his/ her degree in absentia on receipt of written request in the enclosed format. A fees of Rs. 600/- shall be charged for award of degree in absentia.
5. The students coming to attend Convocation will have to make their own arrangements for

stay outside the campus in various hotels. The names of the hotels in Karnal will be displayed on NDRI Websites for information of the students. However, vehicle arrangements for transportation of these students to bring and leave them back in hotels will be made, if required.

6. **Visit to Hostel by students:**

The students will not be allowed to visit hostels before or after the convocation function..

7. All the students will have to produce the certificate of having tested negative for COVID-19 before entering the Institute. The test should be done within 72 hrs(RT-PCAR) of reaching the Institute.

8. **No accompanied person of the candidates will be allowed in the NDRI campus.**

SPECIAL INSTRUCTIONS FOR THE CANDIDATES AND MEDALISTS

1. Rehearsal Schedule : 2.30 PM; Friday, the 16th April, 2021
- 2.. Convocation Day : Saturday, the 17th April, 2021
 - a) Opening of the Convocation : 10.30 A.M.
 - b) Graduates to occupy seat : 10.00 A.M.
3. Graduates who are to receive the Degree/ Medals at the Convocation are requested to:
 - i) Be punctual for rehearsal as well as for Convocation;
 - ii) Enter the Auditorium on Convocation Day with their **convocation dress**, from the Gate meant for the graduates;
 - iii) Occupy their seats in the Auditorium by 10.00 A.M.
 - iv) Observe silence and proper decorum while in the auditorium.
 - v) Remain in the seats during Rehearsal and Convocation proceedings.
 - vi) See that you do not block the passage – either by standing or by walking to and fro.
 - vii) Occupy correct seats. Seating arrangements will be such that every allocated seat remains occupied. (Note the row number and seat number allotted on rehearsal day and remember neighbors seated on the left and right chairs)
 - viii) Ensure that you have signed the roll call sheets on the Rehearsal day, otherwise they will not be admitted to Convocation, and
 - ix) See that your identification cards are duly issued on the Rehearsal day for issue of Convocation dress etc.
4. In case of any discrepancy in the degree awarded, please see the Controller of Examination, after the convocation is over. The discrepancy need not be pointed out during the Convocation, as that may cause unnecessary disturbance in the proceedings of the Convocation.
5. All the candidates for the award of degree and medals;
 - i) Will please rise in their place when the Academic Procession enters the Auditorium.
 - ii) Keep standing until the Chief Guest occupies his chair on the dias;
 - ii) Keep standing when National Anthem is being played;
 - iii) Rise and keep standing when the Academic Procession leaves the Auditorium after the convocation is closed
6. The candidates are requested to occupy the seats assigned to them only during the Rehearsal and the Convocation.
7. Candidates and medalist must not leave the auditorium during the proceedings of Convocation.
8. **No one should leave until the procession has left the Auditorium**

To

The Academic Coordinator,
NDRI Deemed University,
Karnal-132 001 (Haryana)

Sub: Request for awarding degree in absentia

Sir,

I am unable to attend the Convocation on 17th April, 2021 to receive my degree. You are, therefore, requested to consider awarding degree to me in absentia. The required fees of Rupees six hundred in the form of Demand Draft payable to "ICAR UNIT, NDRI, Karnal" payable at Karnal is enclosed.

Thanking you,

Sincerely yours,

Name_____

Class_____

Registration No._____

Address_____

To

The Academic Coordinator,
NDRI Deemed University,
Kamal-132 001 (Haryana)

Sir,

I wish to inform you that:-

- I will attend the Convocation on 17th April, 2021 and Rehearsal on 16nd April, 2021.
- I am unable to attend the convocation. The requisite form duly filled in is enclosed to enable me to get the degree in absentia.

The Chief Hostel Warden may please see for making / do not making arrangements for boarding/ lodging for me for which I shall pay separately.

Thanking you,

Sincerely yours,

Name_____

Class_____

Registration No._____

Address_____

NB: Please tick the appropriate option.