



**St Joseph's University  
Bengaluru**

**FIRST ANNUAL  
CONVOCATION  
2024**

**27 September 2024**

**Student Guidelines**

# Student Guidelines

This booklet contains important information for students attending the First Annual Convocation organized by St Joseph's University. Please go through the information and instructions provided here before attending the Convocation Programme.

## Date, Time and Venue

The First Annual PG Convocation 2024 of St Joseph's University, Bengaluru, will be conducted at the University Campus on 27 September 2024.

Students have to arrive at campus by 08:00 AM and report at designated classrooms by 08:15 AM.

The Convocation will be conducted in two parts. The Formal Programme will be conducted at the University Ground. This will be followed by School-Wise Convocation Programmes held in five different venues.

## Parking

*Parking facility for two-wheelers and four-wheelers for students and their parents/guests will be provided at the Shantinagar BBMP Ground near*



***Richmond Park.*** Please scan the QR code provided to see the location on Google Maps.

No parking facility will be provided for students and their guests on campus on the day of the convocation.

In order to avoid traffic congestion, kindly avoid drop off at the University Gate. Instead, students and their guests are required to park their vehicle at the BBMP Ground and walk to the campus. There will be volunteers present to assist with parking and to guide parents/guests to the venue.

## **Dress Code and Convocation Attire**

To maintain a sense of harmony and uniformity, students are advised to follow the dress code given below:

Male students: White shirts with black pants, or white kurtas with black pants

Female students: White or off-white saris with black blouse, or white kurtis with black pants

A convocation robe will be provided at your designated classroom.

Students are not permitted to go outside the campus after collecting their robes.

The robe should be returned at the designated classroom by 03:30 PM. The caution deposit of Rs. 2000 will be deposited directly to your account within two weeks after the safe return of the robes.

***Please provide your account details for the refund of the caution deposit using the link given below:***

[docs.google.com/forms/d/10pTUjBkaA5kC3d6JIQuOdM6rVgyLnsQsDUS7TDTLOwg/](https://docs.google.com/forms/d/10pTUjBkaA5kC3d6JIQuOdM6rVgyLnsQsDUS7TDTLOwg/)

## Entry and Registration

All students and parents/guests have to arrive at campus by 08:00 AM. Due to security reasons, ***entry will be permitted through Gate 1 only***. All other gates will be closed on the day of the Convocation.

Students should produce their ID cards and collect entry passes (wristbands) for their guests, and lunch passes for themselves and their guests, from dedicated counters set up at Arrupe Block.

Please note that seating and food arrangements have been made only for guests registered via the Google Form shared earlier. ***Kindly do not bring additional guests beyond the number you had provided in the Google Form.***

After collecting their entry passes, parents/guests may proceed to the Main Venue at the University Ground for the Formal Programme. Parents/guests will be directed to their designated seating areas by volunteers present at the Main Venue.

Students should now proceed directly to their designated classrooms.

## Designated Classrooms

Students have to report at their designated classrooms by 08:15 AM. The list of designated classrooms has been provided below.

Programme	Room No
M.A. ADVERTISING AND PUBLIC RELATIONS	N-101
M.A. COMMUNICATION AND JOURNALISM	N-102
M.A. ECONOMICS	N-103
M.A. ENGLISH	N-104
M.A. POLITICALSCIENCE	N-105
M.COM.	N-106
M.S.W.	N-107
M.SC. ANALYTICAL CHEMISTRY	N-108
M.SC. BIG DATA ANALYTICS	N-201
M.SC. BIOTECHNOLOGY	N-202
M.SC. BOTANY	N-203
M.SC. COMPUTER SCIENCE	N-204
M.SC. COUNSELLING PSYCHOLOGY	N-205
M.SC. ENVIRONMENTAL SCIENCE	N-206
M.SC. FOOD SCIENCE AND TECHNOLOGY	N-207
M.SC. MATHEMATICS	N-208

M.SC. MICROBIOLOGY	A-206
M.SC. ORGANIC CHEMISTRY	A-205
M.SC. PHYSICS	A-204
M.SC. STATISTICS	A-203
M.SC. ZOOLOGY	A-202

At 08:45 AM, a long bell will be sounded. ***Attendance will be taken at in the classroom at 08:45 AM. Student entry will not be permitted beyond this point.*** Please note that students who are marked absent will not be able to attend the programme and collect their certificates on stage during the Convocation.

Convocation robes will be distributed to the students by 08:45 AM.

After lunch, students should return to the same classrooms by 03:30 PM to return their robes.

## Procession of Graduands

At 09:10 AM, the marching band will start playing. This is a sign for students to assemble and get ready for the procession.

At 09:15 AM, the students will proceed class-wise for the Procession of Graduands. Students will leave their designated rooms in two rows, descend the stairs near the Office in the New Block, and proceed to the Main Venue.

Each class will be led by their PG Coordinator and accompanying teacher, followed by the First and Second Rank Holders and then the Best Outgoing Student (if any). The First Rank Holder will bear the banner of the batch.

Students are to maintain silence and act in an orderly manner during the procession.

Once the students reach the Main Venue, they will be directed to their designated seating areas. *The Best Outgoing Student (if any) and Rank Holders should go the front rows where they will be seated.*

The Procession of Dignitaries will arrive at the Main Venue at 10:00 AM. Students and guests should remain standing while the Procession of Dignitaries walks down the aisle and reaches the dais.

## Formal Programme

The Formal Programme will commence at 10:05 AM. The Formal Programme will include the National Anthem, *Naade Geethe*, Prayer Song, Welcome Address, Speeches by the Chancellor, the Education Minister and the Governor, Convocation Address by the Chief Guest, Conferment of Degrees, Distribution of Special Awards, and Vote of Thanks.

Please listen carefully to instructions provided by the MCs during the programme. Students and guests will be asked to rise and take their seats at specific moments during the course of the Convocation Ceremony.

- All attendees should stand up when the Procession of Dignitaries walks down the aisle while entering and exiting the venue.
- Students should rise from their seats when the Controller of Examinations reads out the statement presenting the graduands to the Chancellor. Once the Chancellor approves the conferment of degrees, students should take a bow and be seated.
- Please remain standing while the National Anthem, *Naade Geethe* and University Anthem are played.

***Students and guests are requested to maintain silence throughout the Programme*** and act in a manner befitting the solemnity of the occasion.

***Kindly switch off your mobile phones or leave them in flight mode for the entire duration of the Formal Programme.***

***Photography and videography are strictly prohibited during the Formal Convocation.*** Students and their parents/guests are requested not to enter the aisles to take photos or videos during the Programme.



After the Chancellor approves the Conferment of Degrees, awards for Best Outgoing Students from each school, Rank Holders of each programme, and other special awards will be presented on the Main Stage. Degree certificates for all students will be distributed in a separate School-Wise Convocation Programme conducted from 12:15 PM onwards.

After the conclusion of the Formal Programme, students and their parents/guests are requested to move immediately to the venues of their School-Wise Convocation Programme, as listed below.

Schools	Programmes	Venue
CHEMICAL SCIENCES  LIFE SCIENCES	M.Sc. Analytical Chemistry M.Sc. Biotechnology M.Sc. Botany M.Sc. Environmental Science M.Sc. Food Science and Technology M.Sc. Microbiology M.Sc. Organic Chemistry M.Sc. Zoology	Main Venue, University Ground
PHYSICAL SCIENCES  INFORMATION TECHNOLOGY	M.Sc. Big Data Analysis M.Sc. Computer Science M.Sc. Mathematics M.Sc. Physics M.Sc. Statistics	Main Auditorium, Auditorium Block

COMMERCE AND MANAGEMENT	M.A. Advertising and Public Relations	Basketball Court, Magis Block
COMMUNICATION AND MEDIA STUDIES	M.A. Communication and Journalism	
SOCIAL WORK	M.Com M.S.W.	
LANGUAGES	M.A. English	Xavier Hall, PG Block
PSYCHOLOGY	M.Sc. Counselling Psychology	
HUMANITIES AND SOCIAL SCIENCES	M.A. Economics M.A. Political Science	De Nobili Hall, Auditorium Block

Snacks and Refreshments will be provided outside the respective venues at 11:40 AM before the School-Wise Convocation Programme.

## School-Wise Convocation Programme

***School-Wise Convocation Programme will begin at the five venues simultaneously at 12:15 PM.***

***Students and their parents/guests should be seated by 12:10 PM.***

Students from each programme will be seated according to their registration number. Parents/guests will be seated towards the rear of the venue.

Following an announcement by the Dean, the list of graduands from each programme will be read out by the respective PG Coordinator.

Students will line up according to their registration number once their PG Coordinator is on stage.

When their name is read out by the PG Coordinator, the student should enter the stage from the left side, collect a decorative scroll from the dignitary present and exit immediately from the other side. Please note that the scroll handed out on stage is strictly for ornamental purposes, and does not contain your certificates.

After exiting the stage, the student will be led to a dedicated desk for collecting their certificates. The student will be handed over a bag at the desk. Inside this bag, you will find a folder (containing the convocation certificate, transcripts, transfer certificate, migration certificate and class photo) and some souvenirs.

After the distribution of certificates, the Dean will lead the graduands to take the Convocation Pledge. The students should rise from their seats and repeat the Convocation Pledge read out by the Dean.

Students and their parents/guests will have to remain seated in the venue till the end of the School-Wise Convocation Programme.

***Kindly keep mobile phones switched off and avoid photography or videography during the event.***

## Lunch

Lunch will be served after the completion of the School-Wise Convocation Programmes in the venues listed below. ***Lunch counters at all venues will only be opened at 01:30 PM.***

Venue of School-Wise Convocation Programme	Lunch Venue
Main Venue	Magis Canteen
Basketball Court	Basketball Court
Main Auditorium and De Nobili Hall	Auditorium Basement
Xavier Hall	PG Quadrangle

There will be separate counters arranged for vegetarian and non-vegetarian meals. Students and their parents/guests will have to produce the lunch coupons provided during registration at the lunch venues.

Students are requested first make way for parents/guests to have lunch before going to the counters themselves.

## Photography and Videography

Please note that ***photography and videography are strictly prohibited during the Formal Programme and the School-Wise Convocation Programme.***

Students and parents/guests are requested not to step out of their seats and crowd the aisles to take photographs during the Formal Programme and the School-Wise Convocation Programme.

Professional photographers appointed by the University will take photographs of all students receiving certificates on stage during both events. Soft copies of these photographs will be shared with the students on the day of the programme.

Live streaming of the Formal Programme conducted in the Main Venue will be made available on YouTube. The link for the same will be shared with students on their respective WhatsApp groups.

Two photoboosts will be arranged at each of the decentralized venues. Students may use this space to take photographs on their own after the School-Wise Convocation Programme.

## Returning the Convocation Robe

***After lunch, students should report again at their designated classrooms by 03:30 PM to return their convocation robe.***

The caution deposit of Rs. 2000 will be deposited directly to your account within two weeks after the safe return of the robes.

Students should take care not to soil, stain, tear or otherwise damage the robe. Cost incurred for damages will be deducted from the caution deposit before being refunded.