

Code of Conduct for Convocation 2023

Dear Graduate,

Congratulations on completing your degree and becoming a part of the prestigious alumni network of Salim Habib University. The following procedure and instructions will help you streamline the conduct process for the upcoming Convocation ceremony, being held at **Salim Habib University on Saturday, June 3, 2023.**

Convocation Rehearsal:

- Convocation rehearsal will be held on Friday, June 2, 2023 at 3:30 PM.
- Participation in the Convocation rehearsal is mandatory for all graduating participants and attendance will be marked accordingly.
- The graduating participants who remain absent on the day of rehearsal will not be allowed to take part in the formal Convocation ceremony.
- Participants are advised to attend the rehearsal in formal clothes.
- Please note that the Convocation rehearsal will be attended by the graduating participants only, whereas on the day of the Convocation, each graduate can bring along two guests.

Invitation Card for Guests:

Only the registered graduating participants will be given the invitation card which will be issued on the day of rehearsal.

Dress Code:

Male and female students both should be in formal attire to attend the ceremony. Wearing the academic regalia is compulsory for all graduates attending the Convocation ceremony. Graduates who are not appropriately dressed for the occasion will not be allowed to attend the Convocation.

The Academic Regalia:

Convocation Gown, Headgear & Hood should be picked up from the Academic Regalia issuing desk at the Students Affairs Office on the Rehearsal day between 2:00 pm and 4:00 pm after a cash payment of Rs. 3100 is made (Rent: Rs. 600 and Refundable Deposit: Rs. 2500).

Convocation Reception Desk

On both the Convocation day and Rehearsal day, Reception Desks will be established at the Students Affairs Office, please mark your attendance at the Desk before proceeding for the venue

SALIM HABIB UNIVERSITY

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Master Photographs:

You are requested to remain seated after collecting your degree for the master photograph. Photo booths will be set up in the Health & Happiness Arena for family photographs and group photographs that can be taken at the end of the ceremony.

Procession:

It is advised that handbags/carry-on bags should not be carried during the procession.

Discipline and Instructions:

- Please extend your full cooperation to the security personnel on duty and avoid arguing with them or acting against their advice. This is for everyone's safety and security.
- Cooperate with the members of the Convocation Committee, Faculty and Staff, and Event Ushers, and follow their directions during rehearsal as well as at the Convocation ceremony to make it a memorable day.
- Maintain discipline at all times during the rehearsal as well as the ceremony.
- Cellphones are to be switched off on the day of rehearsal.
- Photography during the proceedings of the formal rehearsal and Convocation day is strictly prohibited. Only officially appointed photographers will be allowed to take photographs during the Convocation Ceremony.
- Cellphones, cameras, and other similar items are not allowed in the Convocation pavilion.
- You are advised to walk in files and remain seated once inside the ceremony pavilion.
- Please keep your University ID card and CNIC with you on the day of rehearsal and Convocation. Students and guests without original CNIC will not be allowed to enter.
- Students and guests attending the Convocation Ceremony must carry with them the Convocation Invitation card. Otherwise, they will not be allowed to enter the Convocation pavilion.
- A graduate can invite two guests for the Convocation. Invitation cards for the Convocation will be issued on the day of the rehearsal as per registration of the graduates.
- Guests are advised to arrive early at the Convocation venue and to take their seats before the start of the Convocation Ceremony.