



NARASINHA DUTT COLLEGE

129, Belilious Road, Howrah – 711 101.

(Having 'B++' Grade in Accreditation by NAAC)

Ref.:.....

Date-...03-11-2011.....

Post Graduate Section CONVOCATION CEREMONY

12th November, 2016

Venue: College Premises

Time: 11 a.m, Saturday

Rules and Directives:

1. Recipients of certificates are requested to register their names by **10.00 a.m.** with the college ID proof, against the payment of a Convocation Fee of **Rs.200.**
2. Recipients of certificates and their guests are requested to take their seats in the convocation venue by **10.45 a.m.**
3. Recipients are requested to collect their badges, food coupons and guest cards at the time of Registration.
4. A recipient is allowed to bring only one guest, against a Guest Card to be issued at the time of Registration.
5. When our esteemed dignitaries shall enter the convocation venue in a formal procession, all recipients and guests are requested to stand up as a gesture of honour and keep standing until the dignitaries take their seats on the stage.
6. The names of Recipients will be announced serially from the stage, for receiving Certificates and *Uttariyos.*
7. No one is allowed to leave the venue before the completion of the Convocation Ceremony.
8. Mobile phones are to be kept in the silent mode during the entire ceremony.
9. There is a special dress code for Recipients:
 - a) Male recipients: White-base full sleeve shirt and formal trousers; black leather shoes (not sports shoes)
 - b) Female recipients: white-base cotton saree (any border); formal blouse; hair neatly tied; jewellery should be in tune with formal dress

SD/-

Prof. Asit Kumar Koner

Teacher-In _Charge