



## 7th University Convocation Ceremony | 11<sup>th</sup> October 2025

### Important communication to the students (Registered for In-Person)

1. Total duration of Convocation ceremony is from 2:00 p.m. to 9:30 p.m. Please plan the travel accordingly. Report to the Registration desk at 01.00 p.m. onwards.
2. Bring one photo ID proof (College I-card, Passport, Voter I-card, Aadhar card, Driving License, PAN card etc.) for Registration at the venue. The Registration process will be at the designated Kisok (**Note- On spot fresh Registration for convocation will not take place on the day of Convocation at venue**).
3. Students will receive their **Cohort Number** (Please check your email for Cohort Number) before the convocation date. Students will have to go to those cohort number for Registration.
4. Please ensure vehicle parking in designated area to maintain the smooth movement.
5. While we welcome the family members to witness the Convocation ceremony, you are required to observe below guidelines,
  - a. Please limit the family members (parents or guardian) participation to a maximum of three.
  - b. Please avoid bringing up children under 15 years.
  - c. Ph.D Degree will be awarded on stage during the Main Function (From 4 pm to 6 pm). The President and Executive President medalist will receive their medals on the dais during this ceremony. However, their degree certificates will be distributed separately within their respective school cohorts.
  - d. Rankers and other students will be receiving Degrees on stage during the division/school wise second half degree distribution.
  - e. Students need to collect their Degree Certificates from the Designated places outside their Cohort after School wise function is over.
  - f. If the Student is unable to attend the Convocation in person can send Parent(s)/other authorized person(s) to collect their Degree with a **Authority letter from the student mentioning the details of the person- Name, Adhar Number and mobile number, The person collecting Degree needs to carry his/ her Identity proof with the letter** from School APO during working hours within one week.
6. Wearing the Convocation attire to the graduating students is mandatory. Make sure the convocation attire is collected and ready in advance. The schedule of attire distribution will be shared soon.
7. Convocation attire will not be distributed at the convocation venue and post given date. We do not provide alterations for attire. Students can collect their friend's attire with an authority letter.
8. Seats shall be occupied by the students & their accompanying family members (only 2 members) on or before 3:45 p.m.
9. Founder President Medalist, Executive President Medalist and Ph. D Degree holder are requested to join the Academic Procession after the Registration.
10. The audience present in the Ceremony shall stand up at the following occasions:

- a. At the time when the Academic Procession enters the hall and till, they take their seats,
  - b. At the time of the Inauguration and prayers.
  - c. At the time of National anthem.
  - d. At the time the Academic Procession departs and leaves the hall.
10. Maintain the discipline and decorum of Convocation Ceremony. No cross talks, photography, movements, loitering inside the convocation hall are allowed during the ceremony.
11. During the function, please switch off your mobiles.
12. The clapping of hands is the only form of acknowledgement recommended. **Whistling, shouting, making noise, cheering and other forms of exclamations are prohibited** at the designated place near the Cohorts.
13. Second function will be followed by Dinner (**Follow the Cohort Number for High Tea, Dinner and Convocation Kit**).
14. Students will receive **perforated coupons** at Registration counter. Please use the perforated coupons to avail the High Tea, Snacks and Dinner as well as collection of Souvenir/Convocation kit.
15. Personal photography and selfies are strictly prohibited inside the Convocation Hall during the function.
16. The official photographer shall carry out photography and videography during the ceremony. Photographs will be received from these professional photographers afterwards and uploaded on school drives. Please contact program office after 4<sup>th</sup> November 2025 to access your photos.
17. Engagement points are created for Alumni Association and Centre for Institute-Academic Partnership interaction. Please visit the integration points from 2 p.m. to 3 p.m. We appeal to you to actively participate Alumni activity and your support to CIAP activities.
18. Please reach out to the student volunteers for help/support required at the venue.
19. Students are advised to clear their dues (in case if any).
20. Students will not get the original Degree Certificate on the day of convocation if dues are not settled.

Please carefully review the following instructions in detail:

#### **Cohort Number:**

You will receive your Cohort Number via email from the Student Service Wing of MITWPU. This number is crucial for all proceedings on the day of convocation.

#### **Registration:**

Registration will take place from 1.00 pm to 3.30 pm at the designated counters. Ensure you bring your cohort number for registration. Late registration will not be entertained. At the registration counter, you will be given a coupon for yourself and your guests.

#### **Group Photo:**

After registration, students will assemble on the Dome Stairs for a group photograph with dignitaries as below:

1. 3 pm to 3.15 pm- Div I
2. 3.15 pm to 3.30 pm – Div II
3. 3.30 pm to 3.45 pm- Div III & IV & Ph.D Scholer

After the photograph students of Div I & II will report in their respective Cohort for the entire function. Div III , IV and Ph.D Scholer will be seated in the Dome for the main function.

After completion of the main function Div IV will move to their designated Cohort for second function and Div III will continue second function in the Dome.

### School-Level Degree Distribution:

The Second round of degree distribution, at the school level, will take place from 4.30 pm to 6.30 pm. Please be seated in your respective Cohort.

Students will receive a sample degree on stage and collect their original degree certificate from their School Cohort Desk afterward. Please use your coupon to collect your Degree and Convocation kit.

### Dinner:

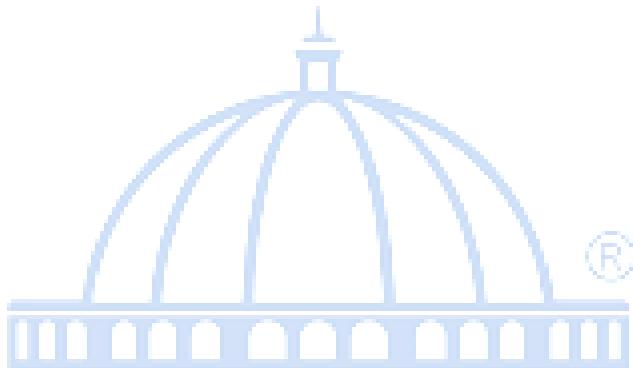
After the School-level degree distribution, students and their families will proceed to their designated dinner counters, based on their Cohort number.

Please use your coupon for dinner.

### Convocation Ceremony venue:

The World Peace Prayer Hall Dome,

Vishwarajbaug, Solapur Highway, Near Bharat Petrol Pump, Loni-Kalbhor Railway Station, Pune, Bharat-412201



Dr. Rahul Joshi  
Controller of Examinations

“CONGRATS ON YOUR GRADUATION! YOUR HARD WORK AND PERSEVERANCE HAVE PAID OFF AND WE'RE PROUD OF ALL THAT YOU'VE ACHIEVED”  
BEST LUCK!!!

॥ विजयानिधीं पुरा ॥