



# CONVOCATION – 2018 FOR EXTERNAL GRADUANDS

CENTRE FOR DISTANCE AND CONTINUING EDUCATION  
UNIVERSITY OF PERADENIYA



## *INSTRUCTIONS TO GRADUANDS*

### **01. DATE AND TIME OF THE CONVOCATION**

The Convocation 2018 for External Graduands of the Centre for Distance and Continuing Education, University of Peradeniya will be held on **19<sup>th</sup> September, 2019** at the Auditorium of National Institute of Co-operative Development (NICD), Polgolla in one Session.

Convocation will be held in **one Session** and it will **commence at 08.00 a.m.**

The order of the Conferment of Degrees will be as follows:

<b>i - iii,</b>	Degree of Bachelor of Arts (General)
<b>1 - 428</b>	Degree of Bachelor of Arts (General)
<b>429-455</b>	Degree of Bachelor of Business Administration

### **02. ADMISSION TICKETS**

All graduands will be provided the **Admission Ticket** (Graduand Pass) on the date of obtaining the cloak to attend the Convocation Ceremony. Please quote the number indicated in the Admission Ticket in all communications relating to the Convocation. The Admission Ticket is required when:

- Finding your place in the Graduands Procession and your seat in the Convocation Hall
- Returning the Cloak, Garland or Vjiniyapatha
- Obtaining the Degree Certificate after the Convocation

### **03. PASSES FOR PARENTS/GUARDIANS**

- One pass will be provided for your **Mother/ Father/ Guardian/Spouse** to enter the Convocation Hall.
- The Convocation Hall will be kept open from **7.00 a.m. onwards for the Session** and Parents/ Guardians who are allowed to see the proceedings should take their seats in the Convocation Hall by 7.30 a.m.
- All Parents/ Guardians are kindly requested to remain seated during the proceedings. Please note that no one in the Hall will be permitted, in any case, to leave the Convocation Hall until the Chancellor's Procession leaves the Hall at the end of the Ceremony.
- Graduands and their Parents/ Guardians will be subjected to physical inspection for security reasons before entering the Convocation Hall. Graduands and their Parents/ Guardians **are not permitted to bring cameras, suitcases, bags, cellular phones or any other article into the Convocation Hall.** These restrictions will be strictly enforced due to security reason.

### **04. CONVOCATION DRESS**

Male graduands (except Clergy) should wear the National Costume or the full Western Suit. Female graduands (except Clergy) should wear Saree/National Costume. All graduands (except Clergy) should wear the Convocation Cloak.

Female graduands with long hair should tie it in such a way that would not obstruct the garlanding by the Chancellor.



**05. CONVOCATION PROCESSION**

- a. The graduands of the **SESSION** must be present to the in front of the NICD by 6.30 a.m. The number given to you on your Admission Ticket is same as your number/place in the Procession.
- b. The Procession of graduands of the **SESSION** will be moved in the procession to the convocation hall at 7.00 a.m.

**Note:** *The Convocation Procession will take place only if the weather is favorable. In case of rain, the graduands are required to occupy the seats allocated to them in the Convocation Hall by 7.45 a.m.*

**06. PROCEDURE FOR THE CONFERMENT OF DEGREES**

- a. The graduands will be presented by the Deans of the respective Faculties.
- b. When your name is announced, you should be present in front of the stage, presenting yourself to the Chancellor for the conferment of the Degree. You should bow before him and receive the Garland, and thereafter, return to your seat. You should remain seated until the ceremony is over.
- c. All graduands are required to rise when the Chancellor rises to declare the closure of the Convocation, and remain standing until the Chancellor's Procession leaves the Convocation Hall.

**07. PLEASE NOTE THAT ALL GRADUANDS AND THEIR PARENTS / GUARDIANS IN THE SESSION SHOULD LEAVE THE CONVOCATION HALL AND ITS PREMISES IMMEDIATELY AT THE END OF THE SESSION.**

**08. ISSUANCE OF CLOAKS AND PAYMENT FOR PHOTOGRAPHY**

Cloaks will be issued to graduands as indicated below from **9.00 a.m. to 4.00 p.m. on the, 07<sup>th</sup> September & 08<sup>th</sup> September, 2019.**

**Issuing Cloaks & Garland Dates**

**Index Numbers (General Degree Examination –Dec. 2018)**

07<sup>th</sup> September 2019

-

BA Graduands from **0001** to **0713**

08<sup>th</sup> September 2019

-

BA Graduands from **0714** to **1236**

All BBA Graduands

All BA Graduands who completed Referred subject in 2019

**Returning Cloaks & Garland**

11<sup>th</sup> October 2019

-

BA Graduands from **0001** to **0713**

12<sup>th</sup> October 2019

-

BA Graduands from **0714** to **1236**

All BBA Graduands

All BA Graduands who completed Referred subject in 2019

**PHOTOGRAPHS**

**Inside the Convocation Hall**

CDCE has made arrangements to cover photography by the authorized photographers.

**Please note that only the authorized photographers will be permitted to take photographs inside the Convocation Hall.**

### **Studio Photography**

Please note that studios will be established by the authorized photographers at the NICD premises.

*\*Photographs will be issued on the day of returning of Cloak.*

### **09. OBTAINING OF DEGREE CERTIFICATES**

The Graduates should return the Identity Card, Cloak and the Garland or Vijnipatha to the CDCE on **11<sup>th</sup> & 12<sup>th</sup> October 2019** to receive their Degree Certificates.

*\* Please note that the Original Degree Certificate will be issued only to the recipient of the Degree.*

### **10. RETURNING OF CLOAK & GARLAND OR VIJINIPATHA**

Those who fail to return them during the period from 19<sup>th</sup> October, 2019 to 20<sup>th</sup> October, 2019 will be required to pay a fine for the delay according to the prevailing regulations. The fines will be as follows:

- a. Rs. 200/- per day from **14<sup>th</sup> October, 2019** until **28<sup>th</sup> October, 2019**.
- b. **Rs. 6000/- after 28<sup>th</sup> October, 2019.**

### **11. LOSS OF CLOAK, GARLAND OR VIJINIPATHA**

In case of loss of Cloak/Garland/Vijnipatha, the Graduate should inform the same to the Deputy Registrar / Assistant Registrar, CDCE immediately. However, in such case, the Graduate should pay the replacement charges as follows according to the Financial Regulations 105(a);

- a) If a graduate loses the Cloak or Cloak and Garland/Vijnipatha within the initial permissible returning period of three weeks, he/ she is liable to pay the replacement cost of the Cloak or Cloak and Garland/Vijnipatha at that time and 25% Departmental charges. (Rs.5000.00)
- b) If a graduate loses a Cloak or Cloak and Garland/Vijnipatha after the initial permissible returning period of three weeks, and the extended period of 15 days he/ she liable to pay the fine of Rs. 200/- per day and the cost of the Cloak or Cloak and Garland/Vijnipatha at that time and 25% Departmental charges.(Fine for the extended period + Rs.5000.00)
- c) If a graduate loses the Cloak or Cloak and Garland/Vijnipatha after the extended returning permissible period he/ she is liable to pay the fine of Rs. 6000/- , the cost of the Cloak or Cloak and Garland/Vijnipatha and 25% Departmental charges.( Rs.5000.00+Rs.6000.00 = Rs11,000.00)
- d) If a graduate **loses only** the Garland/Vijnipatha, he/ she is liable to pay the cost of the Garland/Vijnipatha at that time and a fine of Rs. 50/- per day after the initial permissible period of three weeks up to the date that he/ she makes a request to obtain the Degree Certificate.(Rs.2000.00+ 500.00+ Fine)

### **12. INABILITY TO ATTEND THE CONVOCATION**

The Graduands who are not in a position to attend the Convocation should convey the same to Deputy Registrar/ Assistant Registrar of the Centre for Distance and Continuing Education in writing on or before **10<sup>th</sup> September, 2019 by 4.00 p.m.** Failure to do so may result in delaying the issuance of the Degree Certificate.

### **13. FURTHER INFORMATION/CLARIFICATION**

Please contact, if necessary, the Deputy Registrar/ Assistant Registrar of Centre for Distance and Continuing Education for further information/clarification regarding the Convocation.

**Tele: 0812392218**

Please visit the University website: [www.pdn.ac.lk/cdce](http://www.pdn.ac.lk/cdce) for up dated information.

Assistant Registrar  
Centre for Distance and Continuing Education  
13<sup>th</sup> August, 2019.