



GENERAL CONVOCATION – 2023

UNIVERSITY OF PERADENIYA

INSTRUCTIONS TO GRADUANDS

01. DATES AND TIMES OF THE CONVOCATION

The General Convocation - 2023 of the University of Peradeniya will be held on 21st and 22nd of August 2024 at the Gymnasium of this University. The Convocation 2023 will be held in four sessions as given below.

Session I/ Session III will commence at 8.30 a.m. (Graduands should report to the ground floor of the Senate Building by 7.00 a.m.)

Session II/ Session IV will commence at 2.45 p.m. (Graduands should report to the ground floor of the Senate Building by 1.15 p.m.)

Day 01 (21 st August 2024)	Day 02 (22 nd August 2024)
Session I- Morning	Session III - Morning
Postgraduate Institute of Agriculture Faculty of Agriculture Faculty of Allied Health Sciences Faculty of Dental Sciences Faculty of Medicine	Postgraduate Institute of Humanities and Social Sciences Faculty of Engineering Faculty of Management
Session II- Evening	Session IV- Evening
Postgraduate Institute of Science Faculty of Science Faculty of Veterinary Medicine and Animal Sciences	Faculty of Arts

02. ADMISSION TICKET

Your admission ticket will be issued at the time of issuing the cloak and garland. Please make sure to quote the number indicated on the admission ticket in all communications relating to the convocation. The admission ticket is required for locating your place in the graduands procession and seat in the convocation hall and returning the cloak, garland or *vijinipatha*.

03. PASSES FOR PARENTS / GUARDIANS

- Two passes will be provided for your parents/guardians to enter the convocation hall. (this will also be given when issuing the cloak and garland)
- The convocation hall will be kept open from 6.30 a.m. onwards for the Sessions I and III. Parents/Guardians who are eligible to enter the hall should be seated in the convocation hall by 7.30 a.m.
- For the Sessions II and IV, the hall will be kept open from 1.00 p.m. and the parents/guardians should take their seats in the convocation hall by 1.45 p.m.

- d. All parents and 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.
- e. Graduands and their guests will be subjected to physical inspection for security reasons before entering the convocation hall. Graduands and their parents/guardians are not permitted to bring suitcases, large bags, or any other large articles into the convocation hall. also, there will be no place to securely store your personal belongings at the premises. therefore, please refrain from bringing any item with you to the convocation hall. please note that drinking water will be provided for the graduands inside the convocation hall.

Parents and guardians are advised to bring drinking water in reusable containers.

- f. Toilets and canteen facilities are located in the near proximity to the convocation hall and parking areas. Toilet facilities are also available inside the convocation hall.

VERY IMPORTANT:

No one except the graduands will be allowed to enter the premises of the **Senate Building** on the day of the Convocation.

04. PARKING

Parking facilities will be arranged near the Faculty of Engineering and Akbar Hall on the Gampola-Colombo Road. Please visit the website for the map.

- a. A car pass will be issued to each graduand. Please display the Car Pass on the upper/lower left-hand corner of the front windscreen of the vehicle.
- b. The car pass should only be used for light vehicles and no vehicle will be allowed to enter and park at the premises without a valid car pass.
- c. Please note that the vehicles of graduands will not be permitted to enter the University premises from Galaha Junction. The Vehicles should be parked in the parking area mentioned above and should walk across the Akbar Bridge to arrive at the Senate Building/Convocation Hall.

05. CONVOCATION DRESS

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

06. CONVOCATION PROCESSION

- a. The graduands of the Sessions I and III should report to the ground floor of the Senate Building by 7.00 a.m. and graduands of the Sessions II and IV should report by 1.15 p.m. on the relevant day of the convocation. The number appeared on your admission ticket determines your place in the procession.
- b. The Procession of graduands of the Sessions I and III will leave the Senate Building at 7.30 a.m. and graduands of the Sessions II and IV will leave the Senate Building at 1.45 p.m. to make their way to the convocation hall.

Note: If it rains, the graduands will be bussed to the convocation hall.

07. PROCEDURE FOR THE CONFERMENT OF DEGREES

- a. The Vice-Chancellor of the University will present the names of those who receive the postgraduate degrees awarded by the faculties. The recipients of postgraduate degrees of the postgraduate institutes will be presented by the director of the respective postgraduate institute.
- b. The graduands of the faculties will be presented by the dean of the respective faculty.
- c. When your name is announced, you should be present in front of the stage wearing the clock and the garland, presenting yourself to the Chancellor for the conferment of the degree. You should bow your head in front of him and receive the graduation scroll, and thereafter, return to your seat. You should remain seated until the ceremony is over.
- d. 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.

08. Please note that, at the end of Sessions I and III (Morning Sessions) all graduands and their parent/guardian should leave the convocation hall and its premises **immediately** to facilitate preparation for Session II and IV.

09. ISSUANCE OF CONVOCATION TICKETS, PASSES FOR PARENTS/ GUARDIANS, CAR PASSES, CLOAKS, AND GARLANDS.

Convocation tickets, passes for parents/ guardians, car passes, cloaks and garlands will be issued to graduands as indicated below from 9.00 a.m. to 3.00 p.m. from **15th to 20th August 2024**.

Graduands	Venue	Contact Details
Ph.D.	Student Registration Division, Senate Building	Assistant Registrar Tel. 081 2392324 / 081 2392325
M.Phil. / MBA / M.Sc./ Masters (PGIA)	Postgraduate Institute of Agriculture	Deputy Registrar Tel. 081 2395577 / 081 2395576
M.Phil. / MA / MHRM / MDP/ M.EM/ M.IR (PGIHS)	Postgraduate Institute of Humanities and Social Sc.	Assistant Registrar Tel. 081 2388957
M.Phil. / M.Sc./Masters (PGIS)	Postgraduate Institute of Science	Assistant Registrar Tel. 081 2394782 / 081 2394788
B.Sc. (all Agriculture Degrees)	Office of the Dean, Faculty of Agriculture	Senior Assistant Registrar Tel. 081 2395013 / 081 2395166
B.Sc. (all AHS Degrees)	Office of the Dean Faculty of AHS	Assistant Registrar Tel. 081 3806641
BA / B.Com. / B.Ed. / LLB	Office of the Dean Faculty of Arts	Deputy Registrar Tel. 081 2392506 / 081 2392503
M.Phil. / BDS	Office of the Dean, Faculty of Dental Sciences	Senior Assistant Registrar Tel. 081 2397202 / 081 2397203
M.Phil. / M.Sc. / Masters /B.Sc. (Eng.)	Office of the Dean Faculty of Engineering	Assistant Registrar Tel. 081 2393301 / 081 2393305
MBA / M.Sc./ Masters / BBA	Office of the Dean Faculty of Management	Assistant Registrar Tel. 081 2394002/ 0812394000

M.Phil. / MBBS	Office of the Dean Faculty of Medicine	Assistant Registrar Tel. 081 2396201 / 081 2396207
B.Sc. (all Science Degrees)	Office of the Dean, Faculty of Science	Assistant Registrar Tel. 081 2394401 / 081 2394641
M.V.Sc. / B.V.Sc.	Office of the Dean Faculty of Vet. Med. & Ani.Sci.	Senior Assistant Registrar Tel. 081 2395707 / 081 2395732

10. RECORD BOOKS AND IDENTITY CARDS

You should handover your University Identity Card and the Student's Record Book to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar of your Faculty/Institute and receive an acknowledgement before obtaining the cloak.

11. PHOTOGRAPHS

Convocation generates lifetime memories for graduates and their families. Understanding the significance of preserving lifelong memories, the University has organized taking photographs of the conferment of the degree (Hall photograph). Furthermore, studios have been arranged for the graduands to pose for photographs with their loved ones at the WUS premises on 21st and 22nd August.

Hall Photographs.

- Hall photography will be carried out by the Media Unit of the University of Peradeniya
- Graduands need to pay Rs. 750/- for Convocation Hall Photographs. The payment can be made through the payment gateway of the university web with the following link:
<https://fin.pdn.ac.lk/paygate/uopipg/index.php>

OR

to the Shroff Counter using the paying voucher. Faculty Shroff counters and the Senate Shroff Counters, will be kept open for this purpose on weekdays 9.00 am to 3.00 pm and weekends (15th to 20th August 2024) from 9.00 am to 2.00 pm]. Payment can be done at the following locations.

Graduands	Venue
All Ph.D. Graduands Postgraduate Institute of Agriculture Postgraduate Institute of Humanities and Social Sc. Postgraduate Institute of Science Faculty of Arts Faculty of Management	Senate Main Shroff Counter located near BOC and Peoples Bank
Faculty of Agriculture	Agriculture Faculty Shroff Counter
Faculty of Dental Sciences	Dental Faculty Shroff Counter
Faculty of Allied Health Science	Allied Health Sciences Faculty Shroff Counter
Faculty of Engineering	Engineering Faculty Shroff Counter
Faculty of Medicine	Medicine Faculty Shroff Counter
Faculty of Science	Science Faculty Shroff Counter
Faculty of Veterinary Medicine and Animal Sc.	Veterinary Medicine Faculty Shroff Counter

- Please indicate your seat number and name in the paying voucher and one copy should be handed over to the Student Services Division and make sure your payment is marked in the register.
- The graduand will receive a stub with the seat number printed with a pin along with the convocation passes.
- All graduands must pin the stub onto the right shoulder of the cloak for correct identification.
- Please note that the seat number pinned onto the cloak helps sorting photographs.
- An electronic copy of the photograph will be made available for you to download by 20th October 2024 using the username and password sent to you.

Studio Photographs

A few studios will be set up at WUS premises for this purpose. The graduands need to contact the studio directly for studio photography. It is recommended that the graduands of Sessions I and III take studio photographs in the evening, while graduands of Sessions II and IV take photographs in the morning. Information on studios will be posted on the website.

12. OBTAINING THE DEGREE CERTIFICATE

The Graduates should return the cloak and the garland or *vijinipatha* to the Student Registration Division at Senate building to receive their degree certificates, along with the clearance form obtained from the Student Services Accounts branch indicating that he/she has no dues to the university. (To be noted: No certificates will be issued on weekends if the graduate has any arrears to be settled).

Certificates will be issued from 09th September 2024. Graduates who have not paid their dues will not be able to collect their degree certificate although they have returned the cloak and garland or *vijinipatha*.

The Graduates are advised to collect the degree certificate as early as possible and avoid the penalty of Rs.1000/- which will be charged after one year.

* The original copy of the paid voucher should be submitted to Student Registration Division when you collect your degree certificate.

* Please note that the original degree certificate will only be issued to the degree holder.

13. RETURNING OF CLOAK & GARLAND OR VIJINIPATHA

Graduates are allowed to keep the cloak, garland/*vijinipatha* for a period of 17 days until 8th September 2024. You should return the same to the Student Registration Division during the period from **9th September 2024 to 22nd September 2024 including Saturdays, Sundays and public holidays from 9.00 am to 3.00 pm.**

Please note that anyone can return the cloak and garland.

Those who fail to return them during the period from 9th September 2024 to 22nd September 2024 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 23rd September 2024 until 10th October 2024.
- b. Rs. 6000/- from 11th October 2024.

Those who wish to handover the cloak and garland / *vijinipatha* on 21st and 22nd of August can do so at the PGIHS (Postgraduate Institute of Humanities and Social Sciences) premises from 2 p.m. to 7 p.m. Please make sure that you handover the cloak and garland / *vijinipatha* to the counter of your respective faculty/institute.

Ph. D. cloaks and garlands/ *vijinipatha* should be returned to the Student Registration Division only.

14. LOSS OF CLOAK, GARLAND OR VIJINIPATHA

In case of losing of cloak/ garland/ *vijinipatha*, the graduate should inform the same to the Senior Assistant Registrar, Student Registration Division immediately. However, in such a 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/ *vijinipatha* within the initial permissible returning period of two weeks, he/ she is liable to pay the replacement cost of the cloak or cloak and garland/ *vijinipatha* at that time and 25% departmental charges.
- b) If a graduate loses a cloak or cloak and garland/ *vijinipatha* after the initial permissible returning period of two 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/ *vijinipatha* at that time and 25% departmental charges.
- c) If a graduate loses the cloak or cloak and garland/ *vijinipatha* 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/ *vijinipatha* and 25% departmental charges.
- d) If a graduate loses only the garland/ *vijinipatha*, he/ she is liable to pay the cost of the garland/ *vijinipatha* at that time and a fine of Rs. 50/- per day after the initial permissible period of two weeks up to the date that he/ she makes a request to obtain the degree certificate.

15. INABILITY TO ATTEND THE CONVOCATION

The Graduands who are unable to attend the convocation, should convey the same to the Student Registration Division in writing and return the cloak and garland if they have obtained it before the convocation ceremony. Failure to do so may result in delaying the issuance of the degree certificate.

16. FURTHER INFORMATION / CLARIFICATION

Please contact, if necessary, the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar of your Faculty/Institute or the officer mentioned below for further information/clarification regarding the Convocation during office hours.

Assistant Registrar, Student Registration Division - 081 2392324

Student Registration Division Office - 081 2392325

Sgd. Assistant Registrar
Student Registration Division
12th August 2024