



## OFFICE OF THE CONTROLLER OF EXAMINATIONS

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Ref. No.: JISU/6<sup>th</sup> Convocation/Circular/01-2026/01

Dated: 16<sup>th</sup> February, 2026

### NOTICE

#### **6<sup>TH</sup> ANNUAL CONVOCATION OF JIS UNIVERSITY**

The Sixth Annual Convocation of JIS University shall be held on **Saturday, 21<sup>st</sup> February 2026** at 10.30 am in the offline mode.

#### **VENUE: Science City Auditorium**

Graduands of the Academic year 2024-25 for various programmes (*UG, PG, Diploma*) shall be conferred their respective Degree/Diploma Certificates at the Convocation ceremony.

*Doctoral candidates* who have defended their thesis and completed all the necessary formalities before **31<sup>st</sup> January 2026** will also be awarded their Ph.D. Degree Certificates.

Gold, Silver, Bronze, and University Topper (UG, PG), Best Ph.D. Research, and University Blue Medals shall also be awarded at the Convocation.

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The graduating students who wish to attend the convocation ceremony are advised to apply online through the registration link:

<http://122.252.249.26:120/forms/frmConvocationForm.aspx>

**Only the names of Graduands who have successfully registered online shall be announced during the Convocation Ceremony.**

**Last Date for the Online Registration is 8<sup>th</sup> February 2026.**

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## **GUIDELINES FOR ATTENDING CONVOCATION CEREMONY**

1. Students who have completed their programmes in 2025 are eligible for the award of Degree/Diploma Certificates during the 6<sup>th</sup> Convocation.
2. **Online registration is mandatory.**
3. **No on-spot registration shall be allowed.**
4. Only students who **register online and report to the venue before 9:00 AM** will be handed over their Degree Certificates on the day of the Convocation (21st February, 2026). ***Students, who do not register online and/or arrive after 9:00 AM, will not be permitted to receive their Degree Certificates on the convocation day.*** Such students may collect their certificates later from the **Office of the Controller of Examinations** after 21.02.2026.
5. Degree Certificates will be handed over **only to the concerned candidate. Certificates will not be issued to parents, siblings, friends, or any other representative on the day of the Convocation.**
6. Students who are not able to attend the Convocation should collect their Degree/Diploma Certificates **later** from the Examination Office of JIS University (i.e. after 21.02.2026).
7. A briefing will be given at the start of the convocation program about the procedure for the distribution of degrees as well as the protocol to be observed during the function.
8. On the day of Convocation (21<sup>st</sup> February 2026), the participating Graduands should report at the Registration Desk at 8:00 am.
9. Students should occupy their respective seats in the Convocation Hall or auditorium by 9:30 am (seating plan will be communicated at the Registration desk).
10. **No student shall be allowed to enter the designated Convocation hall after 9:30 am.**
11. During the rehearsal as well as during the Convocation Ceremony, students should keep their mobile phones in the switched off mode. Students will observe complete silence and decorum while being seated on their allotted seats.
12. Once the Convocation Ceremony starts, no one will be allowed to leave the Convocation Hall till the end of the entire ceremony and the departure of dignitaries.
13. Any change in the time of the Convocation ceremony will be notified on the University website, media and/or through e-mail/SMS alert to each Graduand. No separate correspondence shall be done from the University end in this regard.

### **14. Procedure for Registration:**

- The graduands of 2024-25 are advised to apply online at <http://122.252.249.26:120/forms/frmConvocationForm.aspx> by entering their Roll No. and proceed according to the steps mentioned.
- The **number of guests** and the **choice of lunch (VEG / NON-VEG)** declared during registration **cannot be changed on the day of Convocation.**
- Fill in all details and submit the form. After successful submission, students shall be required to pay **₹1500/-** towards Convocation fees (fee payment by online mode).

- Payment Link: <https://jisgroup.net/erp/Forms/frmStudentLoginJisu.aspx>
- Only after payment of the convocation fees, the confirmation for registration will be received. Please note that **payment of Convocation fees is compulsory** even if the graduands are not able to attend the ceremony.
- After successful payment, the Registration Card will be generated. Student should download, print and **mandatorily carry the Registration Card to the Convocation venue**.
- For any technical issue, please call us in the given helpline number: 83360 47403 or Email to: infocoe@jisuniversity.ac.in.

## 15. Dress Code for attending the Convocation:

- a) Ladies: Cream- colour formal Churidar-Kurta or cream-colour Saree
- b) Gents: Cream colour Kurta-Pyjama

**It is compulsory for all Graduands attending the Convocation to conform to the prescribed dress code, failing which they may not be allowed entry into the Convocation hall. All graduands shall be provided an 'Uttorio' and a Robe to be hung around the neck for attending the Convocation.**

16. All registered Graduands shall be required to report at the Convocation Registration Desk on the day of the Convocation to collect the Uttorio, Food Coupon/s, and Seating Number. The Convocation Admit card has to be shown at the Registration desk.
17. Lunch shall be provided to all Graduands after the Convocation Ceremony.



Dy. Controller of Examinations  
Convocation Co-Convenor



Controller of Examinations  
Convocation Convenor

### Copy to:

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2. Hon'ble Pro-Vice Chancellor: For kind information
3. All Directors and Deans: For kind information
4. All HODs
5. Assistant Registrar
6. The Accounts Officer
7. Notice Board
8. Software Team (For publication on the website)
9. Office File