

**16<sup>th</sup> CONVOCATION: SATURDAY 13<sup>th</sup> October 2018**

**Venue:VNSGU Convention Hall, Surat**

**IMPORTANT INSTRUCTIONS FOR THE DEGREE AWARDEES**

**A. INSTRUCTIONS FOR THE REGISTRATION PROCEDURE:**

**Registration: Friday, 12<sup>th</sup> October, 2018 Time: 2:00 PM to 5:00 PM**

**and Saturday: 13<sup>th</sup> October 2018 Time: 8:30 AM to 10.30 AM**

- Degree awardees should report to the below mentioned places for registration and complete the formalities as stated below :

<b>Category of Degree Awardees</b>	<b>Place for registration</b>
<b>B. Tech.</b>	In respective departments
<b>M. Tech.</b>	In respective departments
<b>Ph.D.</b>	In Seminar Room, EED
<b>M.Sc.</b>	In respective departments

- Degree awardees must carry valid photo ID proof to show to the registration committee.
- Degree awardees should check their details in the degree certificate and sign in the registration form. In case of any mistake in the degree certificate, please inform to the respective departmental registration committee member.
- Collect SOUVENIR, SCARF and SEAT NUMBER from the departmental registration committee.
- The ticket for seating of parents, who have already communicated through e-mail (convocation16@svnit.ac.in) can be obtained from respective registration committee.
- Also, please collect coupon for your lunch (to be served before convocation) from respective registration counters. The coupon served for PARENTS can also be purchased from the registration counter itself.
- **All the degree recipients are advised to register themselves during the stipulated time on 12<sup>th</sup> October, 2018 between 2:00 PM to 5:00 PM**

## **B. INSTRUCTIONS FOR THE CONVOCATION PROCEEDINGS**

1. Please take your **SEAT** in the Convocation Hall latest by 2.00 pm on the day of Convocation (13<sup>th</sup> October, 2018) before the commencement of the Convocation procession and don't leave your SEAT throughout the function except while receiving the Certificate / Medal / Prize. After receiving the Certificate / Medal / Prize, you should come back to your seat only.
2. **Dress Code: White Shirt and dark trouser for Gents**  
**White Kurti/Light colored Sari for Ladies**
3. Please put on **SCARF** throughout the Convocation function.
4. **You are expected to maintain dignity of the sacred event by observing discipline throughout the function. Please remain silent and avoid creating noisy scenes.**
5. You should maintain the **SEQUENCE**, while proceeding to receive degree Certificate / Medal / Prize as per the guidance of the team of faculty members. Proceed as per your serial number and return to your allotted seat only.
6. All the members of audience are required to rise when Convocation Procession enters the Hall in the beginning as well as when the procession leaves at the end of the function.
7. Please do not leave the hall without taking the **PLEDGE**.
8. Please **LISTEN** to the instructions given by Master of Ceremony carefully and act accordingly.
9. Please note - Once the function commences, no one will be allowed to **ENTER / LEAVE** the Hall till the event is formally concluded. The gates will be closed during the programme.
10. **PHOTOGRAPHS of all the degree recipients will be clicked by the official photographer of the institute only. Private / individual photography is not permitted.** Degree awardees will be able to download their photographs from the institute web site.
11. Children are NOT allowed in the Convocation Hall.
12. Parents are allowed to seat in convocation Hall/room no. 604 (new CRC building) as per prior intimation / confirmation.
13. **Convocation Lunch is arranged at New Central Library Complex for all Degree Awardees on 13<sup>th</sup> Oct during 12:30 pm- 2:00 pm**

- 14. Institute Buses (3 in number) are arranged for transportation of degree awardees to the Convocation venue. The buses will start from Central Library complex from 12:30 pm onwards.**
- 15. Please reach the convocation venue before 3:00 PM and take your seat in the auditorium by 3:15 PM. Students will not be allowed to enter the auditorium after 3:15 PM.**
- 16. In case of any query regarding registration process please contact following faculty members.**

Sr. No	REGISTRATION COMMITTEE	Description	MOBILE NUMBER
	<b>SUB COMMITTEE 1 FOR (Ph.D.)</b>		
1	Dr. M. A. Mulla (EED) -Member	Electrical Engg. Dept.	9825113488
	<b>SUB COMMITTEE 2 FOR (PG all courses)</b>		
1	Dr. Chetan Patel, Chemical Engg.	Chemical Engg. Dept.	9825471122
2	Dr. G. D. Kale, WRE	Civil Engg. Dept.	9824166374
3	Prof. Amit Solanki, TEP	Civil Engg. Dept.	9409237192
4	Dr. Ravin Tailor, UP	Civil Engg. Dept.	9825426592
5	Dr. K. D. Yadav, Env.Engg.	Civil Engg. Dept.	9428398266
6	Dr. Satyait Patel, SMFE	App. Mechanics Dept.	9904402960
7	Dr. Y.D. Patil, Struct. Engg.	App. Mechanics Dept.	9998846518
8	Dr. K. N. Jariwala, Comp. Engg.	Computer Engg. Dept.	9687619996
9	Prof. Manisha Gohil, Power EC	Electrical Engg. Dept.	8511106747
10	Dr. P. Kundu, Pow Sys	Electrical Engg. Dept.	9974556731
11	Prof. P. K. Shah, Comm Sys	Electronics Engg. Dept.	9429510861/2
12	Dr Z. M. Patel, VLSI	Electronics Engg. Dept.	9898698793
13	Dr. B.M. Sutaria, ME	Mechanical Engg. Dept.	9825655967
14	Dr. S. Kumar, CAD/CAM	Mechanical Engg. Dept.	9898082293
15	Dr. T. N. Desai, Manuf.	Mechanical Engg. Dept.	9924680088
16	Dr. R. D. Shah, TM	Mechanical Engg. Dept.	9824172452
17	Dr. A. D. Parekh, TSD	Mechanical Engg. Dept.	9427471907
	<b>SUB COMMITTEE 3 FOR UG (Chemical)</b>		
1	Dr. V.N. Lad	Chemical Engg. Dept.	7990384698
	<b>SUB COMMITTEE 4 FOR UG (Civil)</b>		
1	Dr. Mansoor Ahmed	Civil Engg. Dept.	9825875162
	<b>SUB COMMITTEE 5 FOR UG (Computer)</b>		
1	Dr. U. P. Rao	Computer Engg. Dept.	9924367969
	<b>SUB COMMITTEE 6 FOR UG (Electrical)</b>		
1	Dr. R. Chudamani	Electrical Engg. Dept.	9978005556
	<b>SUB COMMITTEE 7 FOR UG (Electronics)</b>		
1	Dr. Kishore Upla	Electronics Engg. Dept.	9998969067

	<b>SUB COMMITTEE 8 FOR UG (Mechanical)</b>		
1	Dr. Bade Mukund	Mechanical Engg. Dept.	8155051733
	<b>SUB COMMITTEE 9 FOR M. Sc. (Chemistry)</b>		
1	Dr. Suresh Kumar	Chemistry	9033369827
	<b>SUB COMMITTEE 10 FOR M. Sc. (Mathematic)</b>		
1	Dr. Twinkle R. Singh	Mathematics	98983745433/ 7096973435
	<b>SUB COMMITTEE 11 FOR M. Sc. (Physics)</b>		
1	Dr. D. V. Shah	Physics	9714504517

**DEAN (ACADEMIC)**  
**Chairman, 16<sup>th</sup> Convocation**