



**OFFICE OF THE REGISTRAR  
DOW UNIVERSITY OF HEALTH SCIENCES**

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Ref No: DUHS/Reg./2022/12-31

Date: 10.12.2022

**NOTICE**

**CONVOCATION INSTRUCTIONS FOR STUDENTS AND PARENTS**

**Rehearsal will take place at the OJHA Campus on  
Wednesday, 14<sup>th</sup> December 2022, at 8:30 am**

**I. Full Dress Rehearsal with Group Photo Session**

- a. This will be the only rehearsal, and each student must attend.
- b. Convocation Rehearsal will take place inside the marquee/Pindal.
- c. A group Photo with the Vice Chancellor and the Faculty members is also scheduled to be taken on Rehearsal day. The photographic session will start from 8:30 am onwards. The instruction for the photograph session is on the website.
- d. This is a full dress rehearsal, with a cap and gown, which will be issued to students from Gymnasium Ojha Campus starting from Saturday, 10th December 2022.
- e. Guests are **NOT** allowed on rehearsal day.
- f. Convocation invitation cards for guests will be available in Convocation Secretariat DIMC from the 10<sup>th</sup> of December 2022. Students are directed to collect the card by showing their registration slip.

**Convocation Day: Thursday, 15<sup>th</sup> December, 2022; OJHA Campus**

**I. Instruction to Parents**

- a. **Students must arrive and be lined up by 08:00 am outside the Pindal Area.**
- b. Seating will begin at **8:00 am on Convocation day** for family members and guests.
- c. Parents and guests should all be seated **15 minutes** before the start of the ceremony.
- d. Seating is not to be reserved for parents. They should sit as per availability of seats not creating hurdles for other guests
- e. Guests/ family members must carry their invitation cards and personal identity cards to present at the entrance before the security personnel.
- f. Guests are requested to switch off their mobile phones before entering the Pindal so that it doesn't cause inconvenience during the event.

- g. Registration will **not** be allowed on the day of the convocation. **Do not bring any extra guests without prior registration.** CHILDREN UNDER **AGE OF 18 ARE NOT ALLOWED AS GUESTS TO ENTER THE PINDAL.**
- h. If you need special assistance at the ceremony because of a physical disability, please notify the Registrar at [registrar@duhs.edu.pk](mailto:registrar@duhs.edu.pk) by **Tuesday, 13<sup>th</sup> December 2022**
- i. No edibles, water bottles, cigarettes, and electronic cigarettes will be allowed inside the Convocation Pindal.
- j. Parents are instructed to stand when the academic procession enters and departs and Keep standing when the National anthem is played.
- k. Invitees must remain inside the Convocation Pindal until the academic procession leaves the Pindal.

### **Instructions for Transportation /Parking**

1. **DUHS Transportation will be provided but will collect all students 15 minutes early.**
2. **Shuttle Service will be provided from DIMC Car Park to the Marquee.**
  - a. Parking is available, free of charge, according to the map provided.
  - b. Areas for parking are pre-defined, and you should show your stamp for parking.
  - c. Guests are requested to park their vehicles in designated parking areas **ONLY**.

### **II. Instruction to Students**

- Students are instructed to assemble at the Pindal side Area **before the Convocation ceremony** begins by 8:00 am.
- **Students should appear dressed and wearing a cap and gown; the tassel on the cap is to be worn on the left side at all times.**
- **On the Day of the Convocation, please follow the below timetable:**

### **III. TIMETABLE FOR CONVOCATION DAY**

<b>8:00 a.m.</b>	<b>–</b>	<b>Graduate student lineup</b>
<b>8:45 a.m.</b>	<b>–</b>	<b>Academic Procession leaves for Marquee</b>
<b>9:00 a.m.</b>	<b>–</b>	<b>Convocation Ceremony Begins</b>

### **GRADUATES MUST ASSEMBLE ON TIME FOR THE CEREMONY TO PROCEED.**

- a. Graduates must leave personal belongings with relatives before the line-up, like bags, cell phones, and edibles.

- b. **LISTEN CAREFULLY FOR INSTRUCTIONS:** A marshal/ faculty representative/ usher will be announcing instructions for lining up the rows of students. Graduates for each degree will line up according to the program-wise list.
- c. Students should be seated in their respective allocated areas.
1. When the conference of degrees is announced, **ONLY** candidates of the degree awarding program are directed to rise from their seats.
  2. Please rise in your seats when the academic procession enters and departs **ONLY**. Please stand when the National anthem is played.

#### **IV. LUNCH DECORUM**

The ceremony will be followed by lunch. All students are directed to wait in honor of their parents till they rise for the buffet and settle down.

#### **V. GENERAL ETIQUETTE**

This is an event to honor each graduate's accomplishments. All participants will be expected to conduct themselves in a mature, graceful and responsible manner.

- **Students are strictly instructed to remain seated throughout the ceremony unless required to line up.**
- **If you do not abide by these rules, you may be asked to exit the Pindal/Marquee.**



**(Dr. Ashar Afaq)**  
Registrar  
Dow University of Health Sciences  
Karachi

Copy to:

1. Prof. Saba Sohail, Chairperson, Convocation Committee.
2. Prof. Zeba Haque, Secretary, Convocation Committee.
3. All Concerned.
4. PA to the Vice Chancellor, DUHS.
5. PA to the Pro-Vice Chancellors, DUHS.