



ରବିନ୍ଦ୍ରନାଥ ଠାକୁର ବିଶ୍ୱବିଦ୍ୟାଳୟ

Rabindranath Tagore University

Office of the Controller Of Examinations

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STANDARD OPERATING PROCEDURE (SOP)

FOR THE 3RD CONVOCATION

Scheduled on 28th January 2026

Dated: 24 January 2026

The following general instructions shall be strictly followed throughout the Convocation process:

1. Only **registered graduating students** shall be allowed to enter the RTU campus on 28th January 2026.
2. Registered graduating students must bring the Convocation Fee Paid Receipt along with any one **valid identity proof**, such as a University **ID Card** or **Aadhaar Card**.
3. **No bags or luggage** shall be permitted inside the Convocation ground.
4. All dignitaries, invited guests, and graduating students must be **seated by 11:00 a.m.** sharp. However, all registered graduating students must report to the University at **8:00 a.m. sharp on 28th January 2026**.
5. The schedule and instructions mentioned in the **Convocation Booklet**, available at the seats, must be followed strictly. **No separate announcements will be made during the Convocation.**
6. All attendees are requested to stand up when the academic procession enters the Convocation Hall and remain standing until the completion of the **State Anthem and National Anthem**.
7. **Silence must be maintained** throughout the programme.
8. **Mobile phones** must be kept in **silent mode**.
9. **Photography and videography** are strictly prohibited inside the Convocation ground.
10. Media personnel are requested to maintain proper **protocol** and **record** the programme only from the designated areas allotted to them.
11. Graduating students are hereby informed that the certificates received on stage will be **replicas**. The original certificates will be issued at the counter upon return of the **graduation robes**.
12. Graduation robes will be distributed on 28th January 2026 from the **designated counters starting at 8:00 a.m.** and must be returned to the same counter after the Convocation ceremony to receive the **original certificate** and food coupon.
13. Students are advised not to leave **their seats during the ceremony**. For any assistance, please contact the **nearest volunteer**.
14. Attendees are requested not to leave the Convocation Hall until the academic procession exits after the **conclusion of the ceremony**.
15. All are requested to stand up when the **academic procession leaves the Convocation Hall after the ceremony**.
16. Necessary **decorum** and **discipline** must be maintained throughout the programme.
17. All attendees must strictly follow the instructions issued by the **Convocation Committee, University Authorities, Volunteers, and Security Personnel** for the smooth conduct of the programme.
18. The **University reserves the right to deny entry or take appropriate action against any individual violating the Convocation rules or instructions**.
19. We seek your kind cooperation and support in making the 3rd Convocation of Rabindranath Tagore University a grand success.

You are welcome

Sd/-

(Subhajit Chakraborty)
Controller of Examinations