RABINDRA BHARATI UNIVERSITY
Emerald Bower Campus: 56 A B.T. Road, Kolkata-700050

No. EXAM/26/1110 *Date: 25.11.2026*

Guidelines for Candidates Attending the 46th Annual Convocation, 2026

All candidates participating in the 46th Annual Convocation, 2026 of Rabindra Bharati University scheduled to be held on 27th November, 2026 at 10:30 a.m. in the Rathindra Mancha, Rabindra Bharati University Jorasanko Campus, 6/4, Dwaraka Nath Tagore Lane, Kolkata -700007 are requested to strictly observe the following instructions to ensure the smooth, orderly and dignified conduct of the Convocation Ceremony.

A. DOs (Instructions to be followed)

1. Candidates must bring their govt. approved identity cards along with **Prabeshpatra (Admission Pass)** and keep it readily available for verification at the entrance.
2. Candidates must report to the designated venue well before the scheduled commencement of the Convocation and as mentioned in their **Prabeshpatra**.
3. Candidates must wear the prescribed **Uttariya** (ceremonial stole) during the Convocation Ceremony.
4. Candidates must follow the prescribed dress code and maintain the dignity of the occasion.
5. The prescribed dress code for male candidates shall be a white dhoti or white pajama with a white Punjabi. Female candidates shall wear a white sari with a red border and a red blouse. All participants are requested to adhere to the prescribed dress code.
6. Candidates who wish to participate in the Convocation but have not yet collected their **"Prabeshpatra" and "Uttariya"** from the Emerald Bower Campus of Rabindra Bharati University may collect the same from the designated Counter at the Jorasanko Campus of the University on **27th November 2026, between 8:00 A.M. and 9:00 A.M.**, upon payment of a deposit of **Rs. 1,000/- (Rupees One Thousand only)**. Out of the said amount, **Rs. 700/- (Rupees Seven Hundred only)** shall be refunded upon returning the Uttariya to the designated Uttariya Counter at the Jorasanko Campus immediately after the conclusion of the Convocation.
7. Candidates must occupy only the seats allotted to them and follow the instructions of the University authorities and volunteers.
8. Candidates must maintain proper decorum, discipline and silence throughout the ceremony. All mobile phones must be kept in switched off / aeroplane mode inside the Convocation Hall.
9. Photographs to be clicked only by the authorized photographers of the University.
10. Candidates are not allowed to cross the Hon'ble Chancellor from the front on the dais where he is seated.
11. Candidates must stand in their respective places during the entry and departure of the Academic Procession, as instructed by the University authorities.
12. Candidates must collect their Degree Certificates, Medals and other awards, as applicable, only when called upon by the authorised University officials.
13. Candidates must return the Uttariya to the designated Uttariya Counter immediately after the conclusion of the Convocation. Regarding refund of the deposit amount please see point 6 above.
14. Candidates must cooperate with the University officials, security personnel and volunteers at all times.
15. Candidates must follow the designated entry and exit routes and comply with all security arrangements.
16. Candidates are advised to keep their personal belongings safe and secure. The University will not be responsible for the same under any circumstances.

B. DON'Ts (Prohibited Activities)

1. Candidates must not enter the Convocation venue without a valid govt. approved identity cards along with **Prabeshpatra**.
2. Candidates must not exchange, transfer or misuse their **Prabeshpatra**.
3. Candidates must not change their allotted seats without prior permission from the University authorities.
4. Candidates must not leave their respective seats during the Convocation Ceremony without permission.
5. Candidates must not interrupt the proceedings, create disturbances or engage in any activity that may disrupt the ceremony.
6. Selfies / Photographs are strictly prohibited inside the Convocation Hall.
7. Candidates must not use mobile phones, cameras or other electronic devices in a manner that disturbs the proceedings.
8. Candidates must not bring flowers, bouquets, banners, placards or other unauthorised articles into the Convocation venue.
9. Candidates must not carry food, beverages or any prohibited items inside the venue.
10. Candidates must not enter restricted areas or approach the dais without authorisation.
11. Candidates must not move towards the stage or dais unless specifically instructed by the University officials.
12. Candidates must not leave the venue before the departure of the Academic Procession.
13. Candidates must not damage or misuse University property, furniture or other facilities.
14. Candidates must not engage in photography or videography in restricted areas or obstruct the official photographers.
15. Candidates must not leave the Uttariya unattended or hand it over to any unauthorised person for return.

SDas
25/11/26

25/11/2026

(Ujjwol Kumar Basumata)
Registrar (Acting)
Rabindra Bharati University

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