



CONVOCATION – 2023 for External Graduands
CENTRE FOR DISTANCE AND CONTINUING EDUCATION
UNIVERSITY OF PERADENIYA



INSTRUCTIONS TO GRADUANDS

01. DATE AND TIME OF THE CONVOCATION

The Convocation - 2023 for External Graduands of the Centre for Distance and Continuing Education, University of Peradeniya will be held on **25th April, 2024** at the Mahinda Rajapaksha Auditorium, National Institute of Cooperative Development (NICD), Polgolla, Katugasthota in two sessions.

Session I – Graduands must report to the Convocation premises at 6.45am.

Session II - Graduands must report to the Convocation premises at 12.45 pm.

The order of the Conferment of Degrees (Session Number and your Seat Number) will be published on the official website of the CDCE (cdce.pdn.ac.lk).

02. ADMISSION TICKETS

All Graduands will be provided with the **Admission Ticket** (Graduand Pass) on the date of obtaining the cloaks to attend the Convocation Ceremony. Please quote the number indicated in the Admission Ticket in all communications relating to the Convocation. The Admission Ticket is required when:

- a) Finding your place in the Graduand's Procession and your seat in the Convocation Hall
- b) Returning the Cloak, Garland or Vijinipatha
- c) Obtaining the Degree Certificate after the Convocation

03. PASSES FOR SPOUSE/ PARENTS/GUARDIANS

- a. **One pass** will be provided for your **Spouse or Mother or Father or Guardian** to enter the Convocation Hall.
- b. The Convocation Hall will be kept open **until 8.30 am for Session I** and **until 2.30 pm for Session II**. Parent/ Guardian/ Spouse who have received the passes should take their seats in the Convocation Hall by 8.30 am for Session I and 2.30pm for Session II.
- c. All Parents/ Guardians/Spouse are kindly requested to remain seated during the proceedings. Please note that no one in the Convocation Hall will be permitted, in any case, to leave the Convocation Hall until the Chancellor's Procession leaves the Hall at the end of the Ceremony.
- d. Graduands and their Parents/ Guardians/ Spouse will be subjected to physical inspection for security reasons before entering the Convocation Hall. Graduands and their Parents/ Guardians/ Spouse **are not permitted to bring cameras, suitcases, bags, cellular phones or any other article into the Convocation Hall.** These restrictions will be strictly enforced due to security reasons. The University will not take any responsibility for the security of the personal belongings.

04. CONVOCATION DRESS

Male Graduands (except Clergy) should wear the National Costume or the full Western Suit. Female Graduands (except Clergy) should wear Saree/National Costume. All Graduands (except Clergy) should wear the Convocation Cloak.

05. CONVOCATION PROCESSION

The Graduands of the SESSION I must present in front of the NICD by 6.45 a.m. and the Graduands of the SESSION II must present in front of the NICD by 12.45 p.m. on the day of the Convocation. The number given to you on your Admission Ticket is the same as your number/place in the Procession.

06. PROCEDURE FOR THE CONFERMENT OF DEGREES

- a. The Graduands name list will be presented by the Deans of the respective Faculties.
- b. When your name is announced, you should be present in front of the stage, presenting yourself to the Chancellor for the conferment of the Degree. You should bow before him and receive the Scroll, and thereafter, return to your seat. You should remain seated until the ceremony is over.
- c. All Graduands are required to rise when the Chancellor rises to declare the closure of the Convocation and remain standing until the Chancellor's Procession leaves the Convocation Hall.
- d. A Convocation Booklet containing the list of names of Graduands will be available on the official website of the CDCE (cdce.pdn.ac.lk).

07. PLEASE NOTE THAT ALL GRADUANDS AND THEIR PARENTS / GUARDIANS/ SPOUSE IN SESSION I SHOULD LEAVE THE CONVOCATION HALL AND ITS PREMISES IMMEDIATELY AT THE END OF SESSION I TO FACILITATE ARRANGEMENTS FOR SESSION II.

08. ISSUANCE OF CLOAKS AND PAYMENT FOR PHOTOGRAPHY

Cloaks will be issued to Graduands from **9.00 a.m. to 4.00 p.m. on 19th, 20th and 21st April, 2024.**

PHOTOGRAPHS

Inside the Convocation Hall

CDCE has made arrangements to cover photography by authorized photographers inside and outside the Convocation Hall. Graduands who wish to take photography are required to pay the approved rates to the official photographer. Unauthorized photographers are not allowed to take any photography inside the Convocation Hall. Approved rates will be notified soon through the website.

Studio Photography

Please note that studios will be established by the authorized photographers at the NICD premises. Graduands who wish to take photography are required to pay the approved rates to the official photographer. Unauthorized photographers are not allowed to take any photography inside the Convocation Hall. Approved rates will be notified soon through the website.

**Graduands are expected to collect the photographs from the official photographer.*

09. IDENTITY CARDS

You should hand over your University Identity Card to the Assistant Registrar of CDCE to collect the Degree certificate.

10. OBTAINING OF DEGREE CERTIFICATES

The Graduates should return the Cloak and the Garland or Vijnipatha to the CDCE from 26th April 2024 to 10th May 2024 (except 27th April 2024) to receive their Degree Certificates.

Graduates who have not paid their dues will not be able to collect their degree certificate even though they have returned the Cloak and Garland or Vijnipatha.

The Graduates are advised to collect your Degree Certificate as early as possible to avoid the penalty of Rs.1000/- which will be charged after one year.

- ❖ The original copy of the paid voucher for the penalty should be submitted to the CDCE when you collect your Degree Certificate.
- ❖ *Please note that the original Degree Certificate will only be issued to the degree holder.*

11. RETURNING OF CLOAK & GARLAND OR VIJINIPATHA

Those who fail to return the cloak, garland, or vijnipatha during the period from 26th April to 11th May 2024 will be required to pay a fine for the delay according to the prevailing regulations. The fines will be as follows:

- a. From 12th May 2024 until 28th May 2024 - Rs. 200/- per day
- b. After 28th May 2024 – Rs. 6000 + Rs. 200/- per day

- ❖ *Please note that anyone may return the Cloak, Garland, Vijnipatha.*

12. LOSS OF CLOAK, GARLAND OR VIJINIPATHA

In case of loss of Cloak/Garland/Vijnipatha, the Graduate should inform the same to the Assistant Registrar, CDCE immediately. However, in such a case, the Graduate should pay the replacement charges as follows according to the Financial Regulations 105(a);

- a) If a graduate loses the Cloak or Cloak and Garland/Vijnipatha within the initial permissible returning period, he/ she is liable to pay the replacement cost of the Cloak or Cloak and Garland/Vijnipatha at that time and an additional 25% Departmental charges.
- b) If a graduate loses a Cloak or Cloak and Garland/Vijnipatha after the initial permissible returning period, and the extended period of 15 days he/ she is liable to pay the fine of Rs.200/- per day and the cost of the Cloak or Cloak and Garland/Vijnipatha at that time and an additional 25% Departmental charges.
- c) If a graduate loses the Cloak or Cloak and Garland/Vijnipatha after the extended returning period he/ she is liable to pay the fine of Rs. 6000/- + Rs. 200 per day for the delay payment + the cost of the Cloak or Cloak and Garland/Vijnipatha and an additional 25% Departmental charges.

- d) If a graduate loses only the Garland/Vijinipatha, he/ she is liable to pay the cost of the Garland/Vijinipatha at that time + a fine of Rs. 50/- per day after the initial permissible period up to the date that he/ she requests to obtain the Degree Certificate + 25% Departmental charges.

13. **ISSUING AND RETURNING DATES OF CLOAKS & GARLAND**

CDCE has made arrangements for issuing and returning cloaks & Garland to Graduands on following dates.

Issuing Cloaks & Garland

Date

Index Numbers

- 19th April 2024 - BA Graduands (**New Syllabus**) – **2015 batch**
20th April 2024 - BA Graduands (**New Syllabus**) – **2016 batch**
21st April 2024 - BA Graduands (**Old Syllabus**) & all **BBA Graduands**

Returning Cloaks & Garland

From **26th April 2024** to
11th May 2024 (except **27th**
April 2024)



All BA Graduates (**New Syllabus**), All BA Graduates
(**Old Syllabus**) and All **BBA Graduates** should return
their Cloaks

14. **FURTHER INFORMATION/CLARIFICATION**

Please contact, if necessary, the Assistant Registrar of Centre for Distance and Continuing Education for further information/clarification regarding the Convocation.

Tel: 081-2388057, 081-2067171 (Monday to Friday from 8.15 am to 4.15 pm)

Please visit the University website: <https://cdce.pdn.ac.lk/> for updated information.

Assistant Registrar

Centre for Distance and Continuing Education

03rd April 2024