



CONVOCATION – 2024/25 for External Graduands
CENTRE FOR DISTANCE AND CONTINUING EDUCATION
UNIVERSITY OF PERADENIYA

INSTRUCTIONS TO GRADUANDS

01. DATE AND TIME OF THE CONVOCATION

The Convocation – 2024/25 for External Graduands of the Centre for Distance and Continuing Education, University of Peradeniya, will be held on **02nd June, 2026**, at the Mahinda Rajapaksha Auditorium, National Institute of Cooperative Development (NICD), Polgolla, in three sessions.

Session I – Graduands must report to the Convocation premises at 6.30 AM.

Session II - Graduands must report to the Convocation premises at 10.00 AM.

Session III - Graduands must report to the Convocation premises at 01.00 PM.

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

02. ADMISSION TICKETS

All Graduands will receive their Admission Ticket (Graduand Pass) on the day they collect their cloaks to attend the Convocation Ceremony. Please reference the number indicated on the Admission Ticket in all communications regarding the Convocation. The Admission Ticket is required for:

- a) Locating your place in the Graduand Procession and your seat in the Convocation Hall.
- b) Returning the Cloak, Garland, or Vjiniopatha.
- c) Collecting the Degree Certificate after the Convocation.

03. PASSES FOR SPOUSES/ PARENTS/GUARDIANS

- a. Each Graduand will be issued one pass for a Spouse/ Mother/ Father/ Guardian to enter the Convocation Hall. Children are not permitted in the Convocation Hall.
- b. The Convocation Hall will remain open until the following times:
 - Session I: Until 7:30 AM
 - Session II: Until 11:30 AM
 - Session III: Until 2:45 PM
- c. Parents/Guardians/Spouses who receive passes should be seated in the Convocation Hall by:
 - Session I: 7:30 AM
 - Session II: 11:30 AM
 - Session III: 2:45 PM
- d. All Parents/Guardians/Spouses are kindly requested to remain seated during the proceedings. Please note that no one in the Convocation Hall will be allowed to leave until the Chancellor's Procession leaves at the end of the Ceremony.
- e. Graduands, along with their Parents/Guardians/Spouses, will undergo physical inspections for security reasons before entering the Convocation Hall. It is important to note that Graduands and their Parents/Guardians/Spouses are not permitted to bring cameras, suitcases, bags, cellular phones, or any other items into the Convocation Hall. These restrictions will be strictly enforced for security purposes. The University will not be responsible for the security of personal belongings

04. CONVOCATION DRESS

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

05. CONVOCATION PROCESSION

Graduands for:

SESSION I - must be present in front of the NICD by 6:30 AM.

SESSION II must be present in front of the NICD by 10:00 AM.

SESSION III must be present in front of the NICD by 1:00 PM on the day of the Convocation.

The number on your Admission Ticket corresponds to your place in the Procession.

06. PROCEDURE FOR THE CONFERMENT OF DEGREES

- a. The list of Graduands' names will be presented by the Deans of the respective Faculties.
- b. When your name is announced, you should proceed to the front of the stage to present yourself to the Chancellor for the conferment of your Degree. You should bow before the Chancellor, receive your Scroll, and then return to your seat. Remain seated until the ceremony concludes.
- c. All Graduands are required to stand when the Chancellor stands 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 Graduands will be available on the official website of the CDCE (cdce.pdn.ac.lk).

07. IMPORTANT NOTE

All Graduands and their Parents/Guardians/Spouses attending Session I and II must vacate the Convocation Hall and its premises immediately at the end of each session to facilitate arrangements for the next session.

08. ISSUANCE OF CLOAKS AND PAYMENT FOR PHOTOGRAPHY

Cloaks will be issued to Graduands from **9:00 AM to 4:00 PM on May 21, 22, 23, and 24, 2026.**

PHOTOGRAPHS

Inside the Convocation Hall

Photography inside the Convocation Hall will be handled by authorized photographers. Graduands wishing to take photographs must pay the approved rates to the official photographer. Unauthorized photography inside the hall will not be permitted. Approved rates will be announced soon on the website.

Studio Photography

Please note that studios will be established by the authorized photographers at the NICD premises. Graduands who wish to take photographs are required to pay the approved rates to the official photographer. Unauthorized photographers are not permitted to take any photographs inside the premises. The approved rates will be announced soon on the website.

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

09. ISSUING DATES FOR CLOAKS & GARLAND/ VIJINIPATHA

CDCE has made arrangements for the issuance of cloaks & Garland to Graduands on the following dates from 9.00 AM to 4.00 PM.

Issuing Cloaks & Garland

<u>Date</u>	<u>Graduands</u>
21 st May 2026 -	BA Graduands (Old Syllabus)
22 nd May 2026 -	BA Graduands (New Syllabus) – 2015/2016 batch
23 rd May 2026 -	BA Graduands (New Syllabus)- 2018 Batch & all BBA Graduands
24 th May 2026 -	BA Graduands (New Syllabus)- 2019 Batch & all 2015/2016 batch Graduands

10. RETURNING CLOAK & GARLAND/ VIJINIPATHA

All BA Graduates (New Syllabus), BA Graduates (Old Syllabus), and all BBA Graduates must return their cloaks on the following dates from 9.00 AM to 4.00 PM:

Returning Schedule

From 3rd June 2026 to 5th June 2026.

Graduates who fail to return the cloak or garland/vijinipatha during this period will be required to pay a fine for the delay according to the prevailing regulations. Graduates will be charged Rs. 2000/- per day for any delays after 5th June 2026.

11. LOSS OF CLOAK, GARLAND OR VIJINIPATHA

In the event of loss of cloak, garland, or vijnipatha, the graduate must inform the Senior Assistant Registrar, CDCE, immediately. The graduate will also be responsible for paying replacement charges as follows, in accordance with Financial Regulations 105(a):

- If a cloak or cloak and garland/vijinipatha is lost during the initial permissible return period**, the graduate will be liable to pay the replacement cost plus an additional 25% departmental charge.
- If a cloak or cloak and garland/vijinipatha is lost after the initial return period but within the extended 3-day grace period**, the graduate will be liable for a fine of Rs. 200/- per day, plus the cost of replacement and an additional 25% departmental charge.
- If a cloak or cloak and garland/vijinipatha is lost after the extended period**, the graduate will be liable to pay a fine of Rs. 6000/-, along with Rs. 200/- per day for delayed payment, the cost of replacement, and an additional 25% departmental charge.
- If only the garland/vijinipatha is lost**, the graduate will need to pay the cost of the garland/vijinipatha and a fine of Rs. 50/- per day after the initial return period until they request their Degree Certificate, along with the 25% departmental charge.

12. OBTAINING DEGREE CERTIFICATES

Graduates must return their cloaks and garlands or vijnipathas to the CDCE from 3rd June 2026 to 5th June 2026 in order to receive their Degree Certificates. Graduates who have not settled their dues will not be able to collect their degree certificates, regardless of whether they have returned the cloaks and garlands or vijnipathas.

It is advisable for graduates to collect their degree certificates as early as possible to avoid a penalty of Rs.1000/-, which will be charged after one year.

The original payment voucher for any penalty must be submitted to the CDCE when collecting the Degree Certificate.

Please note that the original Degree Certificate will only be issued to the degree holder.

13. **IDENTITY CARDS**

Graduates must hand over their University Identity Card to the Senior Assistant Registrar of CDCE to collect their Degree Certificate.

14. **KEEP OUR VENUE CLEAN & BEAUTIFUL**

Dear Graduands,

We kindly request your cooperation to maintain the **cleanliness and dignity** of the convocation venue.

Please Remember:

- ✓ Dispose of all waste only in **designated dustbins**
- ✓ Do not litter the premises
- ✓ Help keep the environment **clean and pleasant for everyone**

Your Responsibility Matters

Let us work together to make this special day **respectful, memorable, and environmentally friendly**.

15. **FURTHER INFORMATION/CLARIFICATION**

For additional information or clarification regarding the convocation, please contact the Senior Assistant Registrar of the Centre for Distance and Continuing Education.

Tel: 081-2388057, 081-2067171 (Monday to Friday from 8:15 AM to 4:00PM)

For updated information, please visit the University website: <https://cdce.pdn.ac.lk>

 **Thank You for Your Cooperation**

Senior Assistant Registrar
Centre for Distance and Continuing Education
03rd May 2026