

WEST BENGAL STATE UNIVERSITY

Convocation Instructions & Regulations

Registration Requirements

- Every candidate must complete the **online registration form**, providing details as mentioned on the University website.
- During registration, candidates must **upload their final marksheet** and payment particulars.
- A **registration fee of Rs 1500** must be paid online.
- After successful payment, an **Acknowledgement Slip** containing a Reference Number and candidate details will be generated.
- The **deadline for registration is 21st September 2026 midnight**.
- Candidates are advised to contact the dedicated helpline nos. mentioned on the online registration page within office hours in case of any difficulty.

Reporting & Materials Distribution

- Candidates must bring:
 - The **Acknowledgement Slip**
 - A valid **Photo ID** (University ID / Aadhaar / any Government photo ID)
- At the Registration desk, candidates will receive:
 - **Uttario**
 - **Badge**
- Registration desk will operate on :
 - **24th, 25th and 26th September 2026**
 - **VC Secretariat**
- **Time: 12 noon to 4 PM**
- **There will be no provision for direct reporting at the Venue on 28th September 2026**
- All candidates must be seated at the convocation auditorium by **9.30 AM**.
- Parents/Guardians – A maximum of two in number will be allowed in the auditorium. However, their names must be registered, and an entry pass is mandatory. They must also be seated by 9.30 AM.

Dress Code

- Formal Attire

Convocation Day Guidelines

- Mobile phones must be **switched off or kept on silent mode**.
- All attendees must **stand**:
 - When the Hon'ble Chancellor and Governor enters and leaves the hall
 - During the **National Song** and **National Anthem**
- Students unable to attend may collect their certificates later on any working day during office hours.
- **Do not carry** mobile phones, bags, food, or water **on the stage** during certificate collection; if you do, you may be barred from entry into the hall.
- Photography other than the official photographer is **strictly prohibited**.
- Maintain **discipline, silence**, and **cleanliness** throughout the venue.
- Cooperate with **university volunteers and staff** at all times.
- **No eatables** are allowed within the Convocation auditorium.