

Instructions for Students for Graduation Certificate Distribution Ceremony 2024

Date: 16th August 2025

Time: 1) Registration: 8am to 10am. 2) Ceremony: 11a.m. to 1.30p.m.

Venue: Main Auditorium, Government College of Engineering Aurangabad, Chhatrapati Sambhajanagar

1. Download the Form

Download the “Convocation for Conferring Degree Format” form from the institute website:

www.geca.ac.in → Examination section.

2. Complete the Form

Fill in all required details on the printed copy of the form.

3. Affix a recent passport-size photograph to the form.

Attestation of the form is **NOT** required.

4. Attach Required Documents

- Photocopy of the Final Year (8th Semester) Grade Card.
- Receipts for payment of college fees from First Year to Final Year, indicating **no pending dues**.

5. Payment of Degree Fees

Pay the applicable fees to the Examination Cell’s bank account as shown below and attach the payment receipt to the form:

- **UG (B.Tech.):** ₹260 (Degree Fee) + ₹100 (Uttariya Charges) = **₹360/-**
- **PG (M.Tech./MCA):** ₹360 (Degree Fee) + ₹100 (Uttariya Charges) = **₹460/-**

6. Enter the details of the convocation fee payment in the Google Form provided below, without fail

<https://forms.gle/L1NP9bLS9UVC3WoA6>

7. Submit the hard copy of the form at the registration counter to receive your registration kit.

8. Degree Collection Protocol

Degree will be presented **on stage to the student only**. It will not be handed over to parents or representatives.

9. Audience Limit

Each graduating student may be accompanied by **a maximum of two guests**.

10. Travel & Accommodation

The institute will not provide travel or accommodation facilities.

11. Dress Code for Boys and Girls:

- White formal shirt
- Blue trousers or blue jeans

12. For Students Who Already Collected Their Degrees

Students who have previously collected their degrees from the Examination Cell and wish to receive them again on stage must:

- Bring the original degree certificate.
- Complete the online or on-the-spot registration process without paying any fees.
- Submit your degree at the registration counter.

13. Photography & Videography

Personal photography or videography by students, friends, or parents is **strictly prohibited** during the ceremony. Official photographs will be provided after the event.

14. Conduct & Discipline

All participants must adhere to the discipline protocols of the institute throughout the ceremony.

Flow of Ceremony for Students:

1. **Arrival & Seating** – After registration on the ground floor Students should be seated in the main auditorium as per their allotted seat numbers, arranged branch-wise.
2. **Commencement** – The ceremony will begin at 11:00 a.m. with the National Anthem, *Maharashtra Geet*, and the University Song.
3. **Proceeding to Stage** – When called, students shall proceed in sequence to the stage from the right side.
4. **Receiving the Degree** – Accept the degree from the dignitary.
5. **Exiting the Stage** – Exit from the left side of the stage after receiving the degree.
6. **Returning to Seats** – Return to your originally allotted seat and remain seated for the remainder of the ceremony.
7. **Conclusion** – The ceremony will end with the National Anthem.

Bank Account Details for payment:

Account Name:

CONTROLLER OF EXAMINATIONS PRINCIPAL GOVT.COLLEGE OF ENGG.

Account Number : 62167434200

Branch : Station Road Br. Aurangabad

IFSC CODE : SBIN0020302

MICR CODE : 431002033

QR Code:

