



प्राचार्य का कार्यालय  
**OFFICE OF THE PRINCIPAL**  
वर्धमान महावीर मेडिकल कॉलेज एवं सफ़दरजंग अस्पताल  
**VARDHMAN MAHAVIR MEDICAL COLLEGE & SAFDARJUNG HOSPITAL**  
नई दिल्ली - ११००२६  
**NEW DELHI - 110029**  
स्वास्थ्य सेवा महानिदेशालय, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार  
गुरु गोबिंद सिंह इंद्रप्रस्थ विश्वविद्यालय, दिल्ली से संबद्ध  
Directorate General of Health Services, Ministry of Health & Family Welfare, Govt of India  
Affiliated to Guru Gobind Singh Indraprastha University, Delhi

Date: 08.12.2018

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**INSTRUCTIONS TO ALUMNI ATTENDING 3<sup>RD</sup> ANNUAL COLLEGE DAY OF VARDHMAN MAHAVIR  
MEDICAL COLLEGE & SAFDARJUNG HOSPITAL**

**Date: Monday, December 17, 2018**

**Venue- Zorawar Auditorium, Manekshaw Centre, Delhi Cantt.**

**Time -5PM -7PM**

**Please carry a Govt. issued Photo Identity Card at all times**

Dear Alumnus,

Warm Greetings from VMHC and welcome to the 3<sup>rd</sup> Annual College Day! Kindly note these points carefully and follow instructions given to you by the Organizing team and Volunteers who are there to assist you.

**ELIGIBLE STUDENTS**

- All postgraduate and super specialty students who have cleared their exams (Annual/Supplementary) on/ before December 2017.
- All undergraduate students who have completed their internship by March 31<sup>st</sup> 2018.
- Invitation cards will be available in the Academic Section by 14/12/18.
- **NOTE -All the alumni who do not participate in the dress rehearsal (details will be communicated shortly) will not be allowed to attend the event.**

**AT THE VENUE-**

- ❖ Report to Manekshaw Centre, Delhi Cantt **by 2pm** for the dress rehearsal and final instructions.
- ❖ Please ensure that you carry a **Govt. issued photo ID**(Passport/ Aadhar card/Driving license/ PAN/ Voter Card/College I-card).
- ❖ Entry inside the auditorium will **not be allowed after 4.15 pm**
- ❖ Collect your Convocation gowns and caps from the booths set up in the foyer, at a nominal rent.
- ❖ There will be a register placed here in which **you must sign** to confirm your attendance.
- ❖ Wear your gown and proceed to the Zorawar auditorium to be seated, at your designated area according to your course (MBBS/MD/MS,DM/Mch/BPO)

- ❖ All gold medal awardees are required to report to Dr Himani Ahluwalia, Registrar.
- ❖ Follow the directions and instructions, announced at the venue from time to time.
- ❖ **Once you enter the auditorium, you will not be allowed to leave the same till the entire event is over and the Chief Guest has left the venue.**
- ❖ When the academic procession enters the auditorium, please rise & be seated only after the Chief Guest takes his seat on the dais.
- ❖ DO NOT throw your convocation caps in the air at any time during the event.
- ❖ After the ceremony, deposit the gown and cap back at the booths.
- ❖ Due to VIP presence in the function, please maintain discipline and decorum at all times. The guests should go back with a positive image of VMMC and its students.

#### **DRESS CODE FOR STUDENTS**

Formal dress to be worn at the time of convocation.

- ❖ Gentlemen - Trouser, Shirt and Tie
- ❖ Ladies – Saree/Salwar Kameez/Trouser and Shirt

#### **TRANSPORT:**

Conveyance is arranged from VMMC **at 1pm** but please make yourself available in time to avail the service.

#### **ACCOMPANYING GUESTS**

- ❖ You may bring **2 guests** along for the ceremony.
- ❖ Please ensure that your guests carry the invite and a Govt. issued photo ID
- ❖ Seating area for guests is separate from the alumni.
- ❖ Children below 14 years of age are not allowed to attend.

**High tea will be served after the ceremony for all the alumni and guests.**



**Dr. N N Mathur**  
**Principal**  
**VMMC & SJH**