# STEP-BY-STEP GUIDELINES AND INSTRUCTIONS TO GRADUANDS

For a smooth conduct, maintaining the decorum and sanctity of the Convocation ceremony, all the graduands are requested to strictly follow the guidelines below:

1. Consent form: Please fill in the prescribed consent form and send it to us with the requisite fees on or before August 20, 2019. Without which, no graduand shall be considered to receive the degree in person on the day of Convocation.
2. Entry pass: Please collect the entry pass for yourself and your accompanying guests (not more than two) on September 12, 2019 from the venue between 2.00 P.M. to 3.00 P.M. Children below the age of 15 years are not permitted. Kindly note that you will not be permitted into the hall without the entry pass.
3. Academic Regalia: On producing the entry pass, academic regalia (to be worn over your dress) will be provided by the institute on September 12, 2019 by the vendor between 2.00 P.M. to 3.00 P.M. You will be required to pay caution deposit to the vendor. After convocation, caution deposit will be refunded only when the regalia are returned in proper and undamaged condition.
4. Dress Code: All the graduands and the accompanying guests are strictly instructed to maintain a formal dress code for the ceremony.
5. Mandatory Rehearsal: You are requested to attend a full-scale mandatory rehearsal a day before the ceremony i.e., on September 12, 2019 from 3.00 P.M. onwards at the venue to ensure your participation for the Convocation. You may not be permitted to attend the convocation if you fail to participate in the rehearsal.
6. Parking: Park your vehicles (if any) in the space provided for parking only.
7. Reporting: On the day of convocation, you will be required to report at the venue by 9.30 A.M. sharp. After reporting, please follow the instructions of the faculty-in-charge to occupy seats or to form queues.
8. Belongings: Electronic gadgets like cameras, mobile phones, tabs, etc. and edible items, water bottles, etc. are not permitted into the hall. A separate counter will be provided for depositing the electronic gadgets and bags. Institute shall not be responsible for any misplacement/ theft of your belongings.
9. Conduct during Convocation: During the ceremony, please maintain the solemnity. As the academic procession enters the hall, the entire audience is expected to rise at their respective seats till the procession proceeds and settles on the dais. You are requested to maintain silence during the address by the dignitaries.
10. Collecting degrees/medals: Once the convocation is declared open, the award of degrees will be followed. As per the instructions given during the rehearsals, all the graduands shall stand in a queue according to their registration numbers and collect their degrees/medals as and when their names are announced. While collecting the degree, please bow to the dignitaries on the dais.
11. Pledge: After collecting the degrees/medals, the graduands shall stand up to take the pledge as recited.
12. Concluding session: The entire audience shall stand during the National Anthem. After the National Anthem, the ceremony will be declared ‘closed’. The audience will remain standing until the academic procession leaves the hall. The audience will leave the hall through a separate exit only after an announcement made in this regard.
13. Food: Lunch will be served to all the graduands and accompanying guests after the conclusion of convocation at the Institute premises. Please note that on the day of rehearsals, no lunch will be provided.
14. Accommodation & travel: The graduands shall make their own arrangements.