

INSTRUCTIONS TO THE RECIPIENTS OF CONVOCATION CERTIFICATES

The success of the convocation means a lot to you and the institute. Convocation is considered to be a solemn and sacred ceremony. You are as much responsible as the institute in making **your convocation** a grand success. A little discipline and patience on your part will make an immense difference. **So you are kindly requested to observe the following instructions to make your convocation a grand success and a memory to cherish forever. Please remember that all over the world, code of conduct/convocation etiquette is followed in the Convocation Ceremony. So don't think that you are the only ones who are being asked to follow instructions.**

1. The boys are to attend the ceremony either in our national dress or suits with ties and black leather shoes. The girls are to attend the ceremony in blouse and sari. Sport shoes/sneakers are not permitted.
2. Please do not modify the gown. Modified gowns will not be returned back. You will have to buy it.
3. Return the gown on time and in good condition to the Dean (Academic) office.
4. You must participate in the rehearsal at **10 am on the 6th March 2020**. Commotion and confusion on the D-Day can be avoided by this.
5. Please take your seats half an hour before the start of the program. Please sit in the right place indicated for you.
6. Please maintain silence during the convocation.
7. Please keep your mobile phones off during the program.
8. Please do not move here and there unnecessarily. This causes a lot of distraction and disturbance.
9. Please go back to your seat after receiving your certificate and sit patiently till the convocation is over.
10. There will be long speeches. Please be prepared for that. The convocation address and the addresses of the distinguished guests are important and inspiring. Please listen to them attentively.
11. Food will be served only after the convocation is over. Food is not allowed inside the convocation hall.
12. Good quality photographs will be taken by professional photographers. Taking photographs by parents or your friends will be permitted only from their seats in their seated position. Please advise your parents not to stand or move around to take photos. Arrangements will be made to ensure good quality photography for all recipients. **Please do not hesitate to pay for your photographs.**
13. There will be a stall outside for taking photography again. You can avail the facility.
14. Please do not come onto the stage until your name is called by the Rector. Goading and coaxing by any other person **(especially the security personnel)** must be ignored.
15. When called, please come in the right order as rehearsed the previous day.
16. All are requested to use the restroom before the start of the program.
17. Please cooperate with the volunteers and security personnel.

Remember, convocation is a once in a lifetime event. If you are not committed to make it a success, don't expect anybody else to be. All it needs to make it a grand success is good event management on the part of the Institute and a little discipline and patience on yours. We will try our best. You do the same.