

INSTRUCTIONS TO BE FOLLOWED FROM 6.00 PM TO 8.00 PM ON 25th APRIL, 2016 AT BASAR CAMPUS FOR 1st CONVOCATION

12 NOON TO 4.00 PM: REGISTRATION DESK AT BASAR CAMPUS

- The staff will be present at the Registration Desk @ Basar on Monday, the 25 April, 2016, 12 noon onwards. You are required to collect the academic robe on payment of Rs. 100/- and depositing a refundable caution deposit of Rs. 500/-. No candidate will be allowed to the Convocation Hall, who is not in proper academic robe prescribed for the Convocation. The dress code is strictly formal for this solemn occasion.
- **Lunch & dinner coupons** would also be provided at the registration desk for all students and parents.
- After collecting entry pass, lunch & dinner coupons and wearing the robes; **proceed towards Convocation Hall**. Parents would also be allowed into the Hall, but they would be permitted to sit at designated place.
- **Students and parents can reach REGISTRATION DESK located at Basar on your own, but before 12 noon for collecting entry pass, lunch coupon and robe.**
- **STUDENTS AND PARENTS SHOULD FOLLOW THE VOLUNTEERS AND TAKE SEAT AT DESIGNATED PLACE AS SHOWN BY VOLUNTEERS.**
- **No deviation in the seating is permitted. Please follow the instructions of the volunteers.**
- **Medal winners would be required to be seated at their designated places.**
- **Parents of the students are provided seating in main Convocation Hall.**

6.00 PM to 7.30 PM(end of Convocation) CONVOCATION PROGRAMME

- Convocation programme would start at sharp 6.00 PM with academic procession.
- **Students, parents, staff and invitees should stand up from their seats (maintaining silence) and remain standing till all dignitaries on the dais takes their seats.**
- All the participants (students, parents, staff and invited guests will be required to stand from their seat at various time during (a) Procession of dignitaries, (b) National Anthem, (c) National Anthem and (d) Dignitaries leaving the Hall after Convocation ends and sit back as soon as particular activities gets completed.
- **Only B.Tech graduates should stand up** during their Graduation oath taking ceremony and sit down after oath process is done. Others (staff, invited guests) would remain seated during this time.
- Then students and parents should proceed for dinner at food counters arranged (within the premises only).
- **Silence should be maintained during entire process of Convocation and remain seated.**
- Students should remain seated and they would not be permitted to leave the Hall till Convocation programme ends.
- **Follow proper "Q" system and maintain discipline** during lunch and dinner thereby help in smooth conduct of the programme.

CERTIFICATE DISTRIBUTION

- **All the students and parents should re-assemble in the Convocation Hall** and take their designated seat for remaining part of Convocation programme.
- You would be receiving the **Course Completion Certificate if you have not produced no due certificate and (or) Degree certificate'** during the Convocation if you have produced "No Dues Certificate".
- **Students have to stand up from their seat (one branch at a time) after announcement and fall in "Q" system at designated place to receive the certificates in the following order (ID No wise): Chemical Engg., Civil Engg., CSE, ECE, ME & MME.** The above order (branch and ID No wise) should be followed without fail while receiving Degrees.
- **SILENCE SHOULD BE MAINTAINED DURING DEGREE CERTIFICATE PRESENTATION**
- **After the programme, you may leave the convocation Hall** and proceed towards the Registration Desk (where you received the robe) **to return the robe and collect the caution deposit. Silence should be maintained while leaving the Hall.**
- **Students who have not paid the fees (No dues) may be permitted to attend the Convocation. However, you would receive the Course Completion Certificate' and the final Degree certificate would be received by you only after obtaining the 'No Dues Certificate' from the respective institutes.**
- You are **requested to cooperate with the members/volunteers of the Convocation** for the smooth conduct of the entire Convocation programme.