

## **Guidelines for conducting the proceedings of the 5<sup>th</sup> Convocation, 2016**

### **STUDENTS - Rehearsal: on 27.08.2016 (Saturday)**

1. All graduating students receiving degree in person are advised to report at 9.30 a.m. on 27.8.2016 at C-21 (2<sup>nd</sup> floor), IIT Delhi to collect Admit Cards, Gowns and Invitation card for the parents.
2. Wearing of gown during rehearsal is not necessary.
3. For rehearsal you should occupy seat in allotted hall (seating plan will be announced at 11.00 am in the respective hall)
4. During the rehearsal you should keep your mobile phone switched off and carefully listen to the instructions. You will observe complete silence and keep sitting in your seats.
5. A briefing will be given about the procedure for distribution of degrees as well as protocol to be observed during the function.

#### **You are advised to remain standing at the following occasions:**

6. At the time when the members of the academic procession enter the hall and till they take their seats
7. At the time when the Director makes the following announcement and reads the Citation:

“Let the candidates for the various degrees be presented.”

{All the candidates will rise in their seats and keep standing until the citation below is read by the Director}

“Further, by virtue of the authority vested in me as the Chairman of the Senate of the Indraprastha Institute of Information Technology, Delhi, I also do hereby admit the duly qualified candidates listed in the scroll for the respective Degrees and charge them to prove worthy of the respective Degrees and authorize them to wear the robes ordained as the insignia of the Degree.”

{All the candidates will take their seats after the above citation is read by the Director}

8. At the time when the Director makes the following announcement:

“Let the Oath be administered.”

{ All the candidates will rise in their seats and keep standing till the oath is administered}.

9. At the time of national anthem
10. At the time when the academic procession departs and leaves the hall.

#### **IMPORTANT NOTES:**

- i. Those who are late and unable to collect their gowns can attend the Rehearsal. However, they must collect the gown immediately after the Rehearsal is over.
- ii. Attendance at Rehearsal is compulsory. Those who fail to attend the rehearsal will not be allowed to attend the main function.

**Convocation: 27.08.2016 (Saturday) at 3.30 pm**

11. The graduating students who are present at the time of rehearsal will only be allowed to receive the degree in person.
12. The seating plan indicating the order in which they will seat in the allotted hall will be displayed outside the respective hall.(C01, C-11,C-21).
13. For Convocation, they should occupy their seats in the allotted hall by 3.00 p.m.
14. During the function they must keep their mobile phone switched off.
15. They will strictly follow the procedure for distribution of degrees announced during the rehearsal as well as observe the protocol during the function.
16. During the function they will keep sitting in their seats and will not move out of their seats.

**They will remain standing at the following occasions:**

17. At the time when the members of the academic procession enter the hall and till they take their seats

18. At the time when the Director makes the following announcement and reads the Citation:

“Let the candidates for the various degrees be presented.”

{All the candidates will rise in their seats and keep standing until the citation below is read by the Director }

“Further, by virtue of the authority vested in me as the Chairman of the Senate of the Indraprastha Institute of Information Technology, Delhi, I also do hereby admit the duly qualified candidates listed in the scroll for the respective Degrees and charge them to prove worthy of the respective Degrees and authorize them to wear the robes ordained as the insignia of the Degree.”

{All the candidates will take their seats after the above citation is read by the Director }

19. At the time when the Director makes the following announcement:

“Let the Oath be administered.”

{All the candidates will rise in their seats and keep standing till the oath is administered}.

20. At the time of national anthem

21. At the time when the academic procession departs and leaves the hall.

22. After function is over and the convocation is declared closed, the choir moves towards the mike to sing national anthem, simultaneously the entire audience in the hall will stand up and join the singing of national anthem.

23. The graduating students will receive their degrees as per schedule and announcements

24. The students must return the gown to the counter failing which they will be liable to pay a sum of Rs.1000/.

25. After returning the gowns they should join Hi-Tea with the faculty outside convocation hall and have group photographs.