

Guidelines for conducting the proceedings of the 6th Convocation, 2017

STUDENTS - Rehearsal: on 23.12.2017 (Saturday)

- All graduating students receiving degree in person are advised to report at 9.30 a.m. on 23.12.2017 in C-21 (2nd floor), IIT Delhi to collect Gowns, Invitation card and Food Coupons for the Lunch for self and Hi Tea for self and parents. All the graduating students are required to deposit Rs.500/- towards security deposit for the issue of gowns. This security deposit will be refunded to them when they return the gowns after the function is over.
- Wearing of gown during rehearsal is not necessary.
- For rehearsal you should occupy seat in allotted hall as per the seating arrangement displayed in the foyer on Ground Floor and outside the hall.
- 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.
- 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:

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

- 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 }.

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

IMPORTANT NOTES:

- 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.
- Attendance at Rehearsal is compulsory. Those who fail to attend the rehearsal will not be allowed to attend the main function.

LUNCH:

After the rehearsal is over all the graduating students will join the lunch sponsored by Dean of Alumni Affairs in the Mess Area

Convocation: 23.12.2017 (Saturday) at 3.30 pm

- The graduating students who are present at the time of rehearsal will only be allowed to receive the degree in person.
- The seating plan indicating the order in which they will seat in the allotted hall will be displayed in the foyer and outside the respective hall.(C01, C-11,C-21).
- Seating arrangement for first half and second half of the convocation might differ. Students are requested to see the seating arrangement properly and may strictly follow the same.
- For Convocation, they should occupy their seats in the allotted hall by 3.00 p.m.
- During the function they must keep their mobile phone switched off.
- They will strictly follow the procedure for distribution of degrees announced during the rehearsal as well as observe the protocol during the function.
- 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:

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

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

- 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}.

- At the time of national anthem
- At the time when the academic procession departs and leaves the hall.
- The graduating students will receive their degrees as per schedule and announcements
- The students must return the gown at the counter and take back the security deposit.
- After returning the gowns students should join Hi-Tea with the faculty outside the convocation hall and have group photographs near parking area.