



## Guidelines for Students for conducting the proceedings of the 7<sup>th</sup> Convocation, 2018

### Convocation Rehearsals on 24.08.2018 (Friday), Reporting at 2:30 PM

1. All graduating students receiving degree in person are advised to report **at 2.30 p.m. on 24.8.2018** at New Seminar Block, Ground Floor, IIIT Delhi to collect Admit Cards and Invitation card for the parents. (Gowns will be issued on the day of Convocation, 25 August 2018). Entry to the institute will be allowed only after showing the Invitation card. 2 guests and a student will be allowed per card.
2. For rehearsal student should occupy the seat in the Convocation Hall (seating plan will be announced at 3.00 pm in the Convocation hall)
3. Rehearsals will start at 3:15 PM.
4. During the rehearsal student should keep the mobile phone switched off and carefully listen to the instructions. Student will observe complete silence and keep sitting in the allotted seats.
5. A briefing will be given about the procedure for distribution of degrees as well as protocol to be observed during the function.

#### Students 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 Admit Card can attend the Rehearsal. However, they must collect Admit Cards and Invitation card for the parents after 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 Ceremony on 25.08.2018 (Saturday), Reporting at 8.00 A.M.

1. Convocation Ceremony is split into two parts, main ceremony and degree distribution ceremony. There will be different sitting arrangements for both. Students are requested to note their sitting space for both the ceremonies and sit according to the allotted space.
2. The graduating students will report at Ground floor, New Seminar Block at 8.00 a.m. to collect Academic gowns on returnable basis against security deposit of Rs.500/-. Those who fail to return the gowns will be liable to pay the cost of the gowns.
3. The graduating students who are present at the time of rehearsal will only be allowed to receive the degree in person.
4. The seating plan indicating the order in which students and their parents will seat in the allotted hall will be displayed outside the Convocation hall.
5. For Convocation, students should occupy their seats in the allotted hall by 9.00 a.m.
6. Students are also requested to guide their parents to occupy their seats by 9:00 a.m.
7. During the function students must keep their mobile phone switched off.
8. Students will strictly follow the procedure for distribution of degrees announced during the rehearsal as well as observe the protocol during the function.
9. During the function students will keep sitting in their seats and will not move out of their seats.

### Students will remain standing at the following occasions:

10. At the time when the members of the academic procession enter the hall and till they take their seats
11. 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}
12. 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}.
13. At the time of national anthem
14. At the time when the academic procession departs and leaves the hall.
15. 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.
16. The graduating students will receive their degrees as per schedule and announcements
17. The students must return the gown to the counter failing which they will be liable to pay the cost of the gown.
18. After returning the gowns students should join Lunch with the faculty outside convocation hall and have group photographs.