



14th CONVOCATION
SATURDAY, 28th JULY 2018

24.07.2018

IMPORTANT INSTRUCTIONS TO THE GRADUANDS

Graduands attending convocation are requested to plan their travel so as to stay on campus the full day, on 28th July 2018 because the convocation event is spread over both forenoon and afternoon. Participation in forenoon session is mandatory to receive the degree certificate in person in the afternoon session. The candidates who are qualified for the award of Degree during the convocation 2018 are hereby informed to follow the instructions given below.

1. On the day of the Convocation

a) On Campus Registration (Mandatory**):**

- All the graduands attending the convocation must compulsorily register on campus during the Convocation.
- After completing the registration on campus, the graduands will be issued a registration kit containing the official invitation, token for convocation stole (one per registered graduand), entry pass for guest(s) and food coupons (one Breakfast and three Lunch coupons).
- Breakfast and lunch for the graduands is complimentary. Also for accompanying guests, complementary lunch is arranged. The details of location (the name of mess) will be indicated at the time of On campus registration.
- **Entry passes for the afternoon session and the Convocation booklets will be distributed inside the Golden Jubilee Convention Hall (convocation hall). Hence, attending the Forenoon session is essential to get entry pass for the afternoon session where the DEGREE shall be received on stage.**

Schedule for On campus registration

Venue	Orion Building, NIT Tiruchirappalli
Date and time	27.07.2018 ; 06:00 p.m. – 10:00 p.m.
	28.07.2018 ; 06:00 a.m. – 08.00 a.m.

Please note:

On campus registration counter closes at 8.00 a.m. sharp on 28.7.2018 and there will be no late registration. Those not completing '**on campus registration**' shall not be eligible to enter the convocation hall nor can they receive the degree on the day of the convocation.

- A maximum of two guests per registered (**on campus**) graduand shall be permitted.
- Those who reach after 08:00 a.m. on 28.07.2018 will not be able to receive the degree certificate on the convocation day.

b) Dress Code for attending convocation:

The graduands are requested to wear traditional attire befitting the Convocation ceremony and make arrangements for the convocation dress on their own. The type of attire for all candidates taking part in the Convocation ceremony is specified in the following. Entry into the convocation hall is strictly for those complying with the stipulated dress code. As part of the ceremony, **convocation stole** is to be worn on top of the dress. **The convocation stole will be provided by the Institute during the On-Campus Registration.**

Details of Convocation attire:



Graduands (Male):

Attire type:

- Option a) Pyjama and Kurta;
Option b) Dhoti and Shirt/kurta

- Pyjama/ Dhoti (white)
Kurta/ shirt (white) with full sleeves.
Length of kurta is till the knees

Graduands (Female):

Attire type:

- Option a) Chudidar (or salwar) and Kurta
Option b) Saree and blouse

- Chudidar/Salwar (white)
Kurta (white) with full or 3/4th sleeves
Length of Kurta is till the knees
- Saree and blouse
Saree (white) with self-design
Blouse with sleeves (may be printed)

Footwear:

Formal shoes or sandals only. Please do not wear casual or bathroom slippers.

Stole:

The convocation stole collected during the On Campus registration shall be worn as a shawl over the dress.

Please make your own arrangements for Convocation attire as mentioned above. Only stole will be provided by the Institute.

'For those who could not get the convocation dress apriori, there is a provision to buy it on campus, at the time of on campus registration. A couple of stalls will be arranged (nearby) to sell the white dress (both male and female).'

c) Brief details of programme:

The Convocation 2018 will be held in **TWO SESSIONS** as detailed below:

Session - I: This session will be held from 10.30 a.m. to 12.30 p.m. in the GJCH. All the graduating students are requested to be seated before 10.00 a.m. This session involves conferment of degrees, award of medals, pledge taking by the graduates followed by felicitations.

Session - II: This session will be held from 2.30 p.m. onwards in the GJCH. It will involve distribution of degree certificates to the graduating students by the Director.

Graduands attending convocation are requested to plan their travel so as to stay on campus the full day, on 28th July 2018 because the convocation event is spread over both forenoon and afternoon.

Participation in forenoon session is mandatory to receive the degree certificate in person in the afternoon session.

I. Programme Schedule

Session – I	
10:30 AM	Entry to Golden Jubilee Convention Hall Closes
10:55 AM	Academic procession starts
11:00 AM	Invocation
11:03 AM	Convocation declared open by the Chairperson, Board of Governors
11:04 AM	Welcome address by the Director
11:20 AM	Address by the chief guest
11:40 AM	Conferment of degrees
12:01 PM	Award of medals
12:24 PM	Pledge by the new Graduates
12:27 PM	Convocation declared closed by the Chairperson, Board of Governors
12:28 PM	National Anthem
12:30 PM	Academic procession leaves the Convocation Hall
Session – II	
02:30 PM	Entry to Golden Jubilee Convention Hall Closes
03:00 PM	Invocation
03:05 PM	Welcome address
03:08 PM	Felicitation by the Director
03:15 PM	Distribution of Degree certificates to graduates and Awards to the Distinguished Alumni
05:27 PM	Vote of Thanks
05:30 PM	National Anthem

II. Seating in the Golden Jubilee Convention Hall

- **Having completed the 'On campus registration', the graduands shall go through the Registration kit which will contain tokens for stole, meal coupons and information about the day's programme.**
- The entry gates to the **Golden Jubilee Convention Hall** (convocation hall) open at 9:00 AM and close at 10.30 AM. Please comply with the convocation dress code including the stole before entering the convocation hall. (Note: For those who may need to buy, there will be a stall near Orion selling white dresses.)
- Entry passes will be issued to the guests of 'on campus' registrants. Possession of entry pass is mandatory to occupy a seat in the convocation hall. Maximum of two guests are allowed per registered graduand.
- Selected seating areas inside the hall are designated for the parents/guests. Adequate signage and placards will be available in key locations for guidance.
- When the academic procession enters the convocation hall, the audience shall rise and remain standing at their respective seats, until the end of invocation song.
- **The convocation being a solemn function, everyone is requested to observe the protocol. Once seated, movement into or out of the convocation hall will be restricted until the conclusion of the session.**
- It is mandatory that the decorum of the solemn occasion of convocation is maintained by all until the academic procession leaves the convocation hall.
- Please note that children below 12 years are not allowed into the convocation hall.
- A special arrangement (waiting hall with live streaming of the function) is made in Orion for the benefit of children below 12 years (not allowed inside the convocation hall) and other accompanying guests.
- **Those who do not complete the **On campus registration** can receive the degree certificate only after the convocation.**

III. Award of Medals and Certificates:

- The ceremony during session – I of the convocation begins at 11:00 AM.
- Department wise, the degrees shall be conferred upon the graduands by the Director, as the Head of the Department announces the eligibility list. **As the name of each programme is called out by the Head of the Department, the respective graduands shall rise briefly to be hailed by the congregation.**
- As the names of medal winners are called out, they shall proceed, one by one, to the dais in a line.
- The procedure mentioned below must be followed while receiving the medal:
 - Walk on to the stage from the left side
 - As you approach the center stage, please bow slightly as a mark of respect to the Chief Guest, director and other dignitaries.
 - While receiving the medal from the Chief Guest, look towards the camera to freeze your moment of glory in a clear picture.
 - After receiving the medal and certificate, please walk down from the right side to return to your seat.
 - Please avoid handshake while receiving the medal.
- The recipient of the President's Gold Medal shall read the pledge, and all the other graduates shall stand up and take the oath by reciting the same.
- Graduands remain silent at all times, until the academic procession leaves the convocation hall.
- The audience shall remain standing while the academic procession leaves the Hall.

IV. Distribution of Degrees

- **Graduands will receive their degree certificates in person from the Director on the dais in Session-II.**
- **The director will offer felicitations to the distinguished alumni and the new graduates on their accomplishments.**
- Degrees will be awarded to all the registrants (on campus registration) in the alphabetical order of department's name. Further, within a department, the

sequence to be followed for various programmes is Ph.D., MS (by Research), M.Tech., M.Sc. and B.Tech./ B.Arch.

- As the names of degree recipients are called out, they shall proceed, one by one, to the dais in a line following the specified order (Ph.D., MS, M.Tech., M.Sc. and B.Tech. / B.Arch.).
- Each of the distinguished alumni, after receiving the award, will address the new graduates and offer felicitations.
- The procedure mentioned below must be followed while receiving the degree:
 - Walk on to the stage from the left side
 - As you approach the center stage, please bow slightly as a mark of respect to the director, the distinguished alumni and other dignitaries.
 - While receiving the degree from Director, look towards the camera; to freeze your moment of glory in a clear picture.
 - After receiving the degree, please walk down from the right side to return to your seat.
 - Please avoid handshake while receiving the degree.

Detailed programme schedule to be notified soon. Please check the institute web site (www.nitt.edu) for updates regarding the Convocation 2018.

Important Dates and timings

Online registration commences on	25.06.2018
Online registration will be closed on	16.07.2018 20.07.2018 @ 11.59 pm (Closed)
On campus registration	27.07.2018 ; 06:00 p.m. – 10:00 p.m. 28.07.2018 ; 06:00 a.m. – 08.00 a.m.
On campus registration closes	28.07.2018 ; 08.00 a.m. sharp

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