

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING,
KANCHEEPURAM**

Instructions regarding Rehearsal & Convocation Protocol:

At the outset congratulations and best wishes from the Institute on your graduation!

Sincere request from Institute to follow the Guidelines given below:

- (1) Registration of the Graduands will be from 8.30 AM on 13/7/19 (SATURDAY). Registration Desk would be near Academic Block. Graduands may collect their gowns & other coupons from Refreshment Committee Representative at the registration desk. The institute caution deposit of the graduands shall be refunded by Accounts Section Representative, subject to return of the Gowns. **Registrations done in the morning shall only be provisional which shall be confirmed again by a final registration between 1.45 to 2.15 PM, failing which corresponding graduands would not be able to receive the degree on stage. They may collect their degrees after the convocation process.**

- (2) Rehearsal is planned at 9.30 AM. All registered graduands are advised to attend the rehearsal in their own benefit and interest to understand the convocation protocol. Procedures such as the protocol of degree receipt from the Chief Guest, Director and Board members, order in which the graduands movement shall happen around the stage, etc. will all be clarified during the rehearsal. Any miss would only alter the **highly sequenced process** which should happen without any announcements during the convocation and end up in confusion with the degree stack. Hence it is requested and encouraged of all enrolled graduands to attend the rehearsal.

(3) Graduands are requested to be seated in their allotted chairs (Graduand Name and Roll Nos. sticker shall be pasted on the chairs) for the rehearsal (assemble from 9.15 AM) and for the convocation (assemble between 1.45 - 2.15 PM). **No registered graduands would be allowed to enter the convocation area after the cutoff time (2.15 PM).**

(4) Graduands are requested to register with the registration desk latest by 2 PM. Late entries beyond the cutoff would not be entertained. This is to ensure synchronization with the **Degree Stack which would contain the degrees / awards of only registered graduands**, and any order violation would upset the Degree Stack. Cooperation of graduands is requested in this regard.

❖ DO's & DONT's

(1) The Institute Convocation is a pious and academic event with established protocol to be followed over the years. All graduands are requested to cooperate with the institute in making this event a successful one and in line with the tradition.

(2) Graduands are requested not to venture out of their seats beyond the cutoff time of 2.15 PM. You may carry water bottles with you if required. In case of any assistance student volunteers around the area may be approached.

(3) As mentioned the event is an extremely pious one and hence indiscriminate clapping / whistling / shouting / howling etc. during the Award of Degrees shall not be entertained. You are our past students and valued ALMA matter, hence we desist from the violation clause! Your cooperation in this regard contributes to your institute's event success.

(4) Appreciation in the form of **gentle clapping for meritorious graduands (awardees) during Prize Distribution** only would be allowed to be in line with the pious nature of the event. We completely appreciate the fact that each and every degree recipient is a special one for the institute and all stakeholders. However to

maintain the tradition and the decorum of the event amidst the esteemed guests inclusive of you and your parents, **gentle clapping for awardees of Prizes** would be allowed.

(5) You may inform your parents /friends not to approach the dais as you receive the degree / awards for any sort of photography. Institute photography team would be in place and each graduands photo would be recorded and passed on by the Administration in soft form after the convocation. It is also requested to pass on to your parents and other guests that clapping would be as per our earlier guideline in (3) above.

❖ P.S: Please do appreciate the fact that this is one of the showcase occasions of the institute in the midst of external audience such as the Press, Board and Senate members, esteemed Chief Guest, Chairman, Director, and distinguished guests and our esteemed guest and; **howling / whistling / indiscriminate clapping and other forms of disturbances, etc.** would present the institute to the external world in a distasteful manner. Hence we hope that all graduands would appreciate the guidelines in the right earnest and adhere to them to make the event a successful one as a model for subsequent batches to follow.

❖ Let us also be mindful of the fact that traditions set during this year is what your immediate juniors would follow, and now you being our valued ALMA matter / Graduand would set the tone for junior STUDENTS in the right way. Wishing you the all the best in one of the most important milestones in yours and your parents life.