

18th (Diamond Jubilee) Convocation-2022 National Institute of Technology Kurukshetra

Convocation Protocol

Convocation is a solemn affair. The graduating students are required to observe the following guidelines during the function to maintain the dignity of the occasion.

Monday; November 28, 2022: Registration of the Degree Recipients and Rehearsal for the Convocation Ceremony

- ✓ Getting registered and attending the rehearsal is mandatory
- ✓ Accommodation/meals related information will be provided by hostel staffs during registration. Kindly keep ready the payment receipt for advance booking.
- ✓ Those who do not attend rehearsal will not receive their degree certificate during the function.

Tuesday; November 29, 2022: Convocation Ceremony

1. **VIPs**

- Protocol for VIPs shall be followed in accordance with the Government guidelines.
- Receiving Protocol of VIPs and Guests shall be observed by the Reception Committee.

2. **Parking of Vehicles:** Vehicles shall be parked in assigned parking area only. The degree recipients will enter only from Kirmich gate number 2 (between H7 & H8)

3. **Inside the Convocation Hall (Pandal):** Following protocol be strictly adhered inside the pandal on the day of Convocation Ceremony:

- **Entry by Invitation Only:** Nobody shall be allowed inside pandal without invitation card / registration card / entry pass. Everybody should carry one photo ID proof (passport, voter I-card, Aadhar card, Driving license, valid student I-card, PAN card etc.) also. The Invitation Card is personal and non transferable.
- **Academic Procession:** Protocol for academic procession shall be followed as per the Institute guidelines.

The students and the audience present in the pandal shall standup on the entry and exit of the Academic Procession. They shall remain standing until the members of the procession have taken their seats.

- **Don'ts:**

- Security measures prohibit carry-in items. Coats, trousers, purses and other items are subject to inspection. The following items are prohibited in pandal during convocation ceremonies- Electronic items, Whistles, Bottled Water or any other Bottled Liquids, Food, Balloons, Wrapped Gifts, Weapons, Knife, Sharp objects, Alcohol, etc.
- The degree recipients are not allowed to leave the pandal before the completion of the ceremony. In case of an emergency, kindly inform some member of the discipline committee before leaving.

- Do not make any comments or show any gestures during the ceremony. The clapping of hands is the only form of acknowledgement recommended. Whistling, shouting and making noise shall not be permitted. Maintain complete silence and decorum during the entire ceremony.
- Mobiles must be switched off.
- Don't fall asleep during commencement exercises.
- **Dress Code:** All the senators, various committee members and the degree awardees should wear prescribed dress before entering the pandal.
- **Accompanying Person:** Parents/Friends/Guardians/Children/Any other person accompanying the degree recipient are not allowed inside the pandal. They can watch the live webcast of the program in Jubilee Hall of the Institute.
- **Seating:**
 - Guests/students/members of academic bodies/teachers/media persons shall occupy their seats only in prescribed area.
 - Every degree recipient has been allotted a seat with roll number mentioned on it. Actual seating plan will be shared in due course of time. The indicative seating plan is attached for reference.
 - For any assistance contact the discipline committee member available at the end of the row. Kindly cooperate with discipline committee.
 - The walk to the venue is long and security checking can take time. Check in begins at 12:30 pm and all students are asked to be in line by 12:30 pm.
 - After 1:30pm entry into the pandal is strictly not allowed
 - Students are not permitted in the guests of VIPs seating area.
 - Don't forget to take a washroom break before the ceremony. The ceremony is projected to last about three hours, and washrooms access will be limited once students are on the commencement floor.
- **Photography:** The official photographers shall take photographs and/or videos during the ceremony. Photographs of the degree recipients or any other photographs can be ordered from these professional photographers afterwards.
- **Distribution of Hard copy of the degree:** The hard copy of the degree will be distributed to every degree recipient at the convocation venue after departure of the Chief Guest. Therefore, remain seated even after the departure of the Chief Guest.

Breach of protocol may lead to legal punishment and disciplinary action.

The Institute extends heartiest congratulations and best wishes to you and looks forward to a responsible and disciplined behavior during the entire function.


Chief, Discipline Committee
Convocation-2022

Stage

Guests/VIP/Press								
Medal Recipients								Medal Recipients
Ph.D. ⇨				Gallery				⇨ Ph.D.
PG ⇨								⇨ PG
UG ⇨	2020 Batch					2021 Batch & Others		⇨ UG

Seating Plan will be strictly department wise, discipline wise and in alphabetical order.

Only Indicative, actual rows and columns will be different