

**FOR ATTENTION OF ALL UG & PG STUDENTS ELIGIBLE FOR
AWARD OF DEGREES AT CONVOCATION, 2023 ON OCTOBER 27, 2023**

SCHEDULE/ GUIDELINES FOR REHEARSAL AND MAIN CONVOCATION CEREMONY

REHEARSAL			
Date	Timing	Venue	Details
October 26, 2023 (Thursday) Note: <ol style="list-style-type: none"> Attendance at the rehearsal is compulsory. Those who fail to attend the rehearsal will not be allowed to attend the main function. Seating Arrangement will be displayed. 	09:30 a.m.	Sports Complex	Verification of physical attendance, issue of invitation card and lunch coupons to students. [<i>Graduating students who have registered online must register physically on the day of rehearsal to receive their degree in-person on the day of the Convocation.</i>] The invitation card will be issued only to registered graduating students, with names of their parents/ guests. Each card only admits two adults other than the student. The card will be checked at the entry gate on the day of the Convocation.
	10:30 a.m.	<i>Graduating students must occupy their allotted seats.</i>	
	11:00 am.	Convocation Hall (C-102, LHC)	Rehearsal 1 st Session: Main Ceremony [<i>The graduating students (except Medal winner, Honors & Ph.D.) who have selected adjacent hall will seat in their respective halls as mentioned below</i>] [<i>The B.Tech. (CSE) & (CSAI) graduating students who have selected adjacent hall will be seating in C101 during session I</i>]
	12:30 p.m.	C101, C102 & C201(LHC) A006, A007 & B003 (R&D)	Rehearsal 2 nd Session: Degree Distribution C102, LHC - <u>B.Tech. (CSE), B.Tech. (CSAI)</u> C101, LHC - <u>M.Tech (CSE), M.Tech. Dual Degree (CSE)</u> C201, LHC - <u>B.Tech (ECE), MTech.(ECE) & Dual Degree</u> B003, R&D - <u>B.Tech.(CSAM), B.Tech.(CSSS)</u> A006, R&D - <u>B.Tech.(CSD)</u> A007, R&D - <u>M.Tech (CB), B.Tech. (CSB)</u>
	After Rehearsal	Sports Complex	Rehearsal For Group Photograph Class of 2023 – Ph.D. Class of 2023 – M.Tech. Class of 2023 – B.Tech.
MAIN CONVOCATION CEREMONY			
Session I			
October 27, 2023 (Friday) Note: <i>Institute is planning to facilitate a counter of the Canteen in the sport ground near the registration desk with water and refreshment facility on payment basis. Hence all graduating students are requested to move directly to their respective Hall after the photography session and occupy their respective seats along with their parents.</i> <i>The movement will not be allowed after 10.20 a.m. due to preparation of Academic Procession</i>	07:00 a.m.	Entry to IIIT-D campus (GATE no. 1)	Entry will be allowed only for students and parents/guests carrying the invitation card, issued on the day of rehearsal. Entry will only be allowed through GATE No.1.
	07:30 a.m.	Sports Complex	Issue of Academic Sash
	09:00 a.m.	Sports Complex	Group Photograph – B.Tech.
	09:30 a.m.		Group Photograph – M.Tech.
	09:45 a.m.		Group Photograph – Ph.D.
	10:20 a.m.	Convocation Hall (C-102, LHC)	All degree recipients must take their seats by 10.20 am. as per the seating arrangement.
	10:20 a.m.	C101, C201(LHC) A006, A007, B003 (R&D)	All parents and the graduating students (except Medal winner, Honors & Ph.D.) who have selected adjacent hall will seat in their respective halls as mentioned below; [<i>The B.Tech. (CSE) & (CSAI) graduating students who have selected adjacent hall will be seating in C101 during session I</i>] C101, LHC – <u>M.Tech (CSE), M.Tech. Dual Degree (CSE), B.Tech.(CSE) & (CSAI)</u>

			C201, LHC - <u>B.Tech (ECE), MTech.(ECE) & Dual Degree B003, R&D – B.Tech.(CSAM), B.Tech.(CSSS)</u> A006, R&D – <u>B.Tech.(CSD)</u> A007, R&D - <u>M.Tech (CB), B.Tech. (CSB)</u>
11:00 a.m.	Convocation Hall (C-102, LHC)		Start of Convocation Ceremony (Live streaming in other halls for parents/guests)
Session II			
<p>Following Session, I, graduating students seating in C102 will move to the rooms identified below for Session II- for the distribution of degrees. This will be followed by lunch.</p> <p>(Parents/guests will be seated in the same hall where wards will receive their degree.)</p> <p>[As in the Session I, the parents of B.Tech.(CSE) & (CSAI) graduating students will be seating in C101, they have to move to C102 to join their wards for degree distribution]</p>			
01:00 p.m.	C102, LHC		B.Tech. (CSE), B.Tech. (CSAI)
	C101, LHC		M.Tech (CSE), M.Tech. Dual Degree (CSE)
	C201, LHC		M.Tech (ECE), M.Tech. Dual Degree (ECE) B.Tech. (ECE),
	B003, R&D		B.Tech.(CSAM), B.Tech.(CSSS)
	A006, R&D		B.Tech.(CSD)
	A007, R&D		M.Tech. (CB), B.Tech. (CSB)
Lunch			
Lunch Venue			
For all Students and their parents/guests – Ground, in front of sports complex For Faculty, Staff & Delegates – Ground floor, LHC			
At the close of the Convocation ceremony		Sports Complex	Distribution of Graduating gift

IMPORTANT GUIDELINES/ NOTES:

(i)	Graduating students who wish to receive their degree in-person at the Convocation, must register online and must register physically on the day of rehearsal. It is compulsory for students to attend the rehearsal. Any student failing to attend the rehearsal as per the schedule given above, will not be allowed to receive their degree in-person on the date of Convocation; no relaxation will be allowed under any circumstances.
(ii)	<p>Parents/guests are not allowed to come to the Institute on the day of Rehearsal i.e. October 26, 2023. Parents/guests of the graduating students (maximum 2) accompanying the graduating students on the day of Convocation i.e. October 27, 2023, will sit in hall identified for them as mentioned below. For Session they will watch the function through live coverage and in Session II, their ward will join them in respective hall.</p> <p>Seating Arrangement for Parents in Session I: C101, LHC - <u>M.Tech (CSE), M.Tech. Dual Degree (CSE), B.Tech.(CSE) & (CSAI)</u> C201, LHC - <u>B.Tech (ECE), MTech.(ECE) & Dual Degree</u> B003, R&D - <u>B.Tech.(CSAM), B.Tech.(CSSS)</u> A006, R&D – <u>B.Tech.(CSD)</u> A007, R&D - <u>M.Tech (CB), B.Tech. (CSB)</u></p> <p>*The parents of CSE & CSAI students will move to C102 after Session I</p>
(iii)	The program for rehearsal / convocation will remain unchanged even if October 26 and 27, 2023 are declared holidays.
(iv)	Notwithstanding the above, for reasons beyond control, if the date of convocation/ rehearsal is changed, the announcement will be made on the Institute website.
(v)	Children below 12 years will not be permitted.
(vi)	All graduating students are advised to carefully note the convocation schedule given above. No request for change of date of convocation will be allowed under any circumstances.

(vii)	<p>For students not personally attending the Convocation, the degree will not be given to his/her parents on the day of convocation.</p> <p>For medal awardees, if the student is not attending the Convocation in person, they may authorize their parent to receive the medal on their behalf. In the letter of authorization, the concerned student will have to provide the name, address and contact number of the parent authorized to receive the medal. Further, it is mandatory for the parent concerned to attend the rehearsal before the main function. For this they need to inform admin-academic@iiitd.ac.in 15 days prior to the Convocation.</p>
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Detailed Guidelines for conducting the Rehearsal proceedings of the 12th Convocation, 2023

Students' Rehearsal on 26.10.2023 (Thursday)

1. All graduating students receiving their degree in-person must report at 09.30 a.m. on **26.10.2023** at Sports Complex, for verification of physical attendance, issue of invitation card and lunch coupons. (Sash will be issued on the day of Convocation, 27.10.2023). Entry to the Institute on the day of Convocation will be allowed only after showing the invitation card. Only 2 guests and the graduating student will be allowed per card.
2. For the rehearsal, students should occupy their seat in the Convocation Hall (C-102, First Floor, Lecture Hall Complex) as per the seating plan which will be announced later. Those who have selected adjacent hall should occupy their seats in the respective hall.
3. Students must occupy their allotted seats by 10.30 am. The Rehearsals will start at 11.00 a.m.
4. During the rehearsal, students should keep their mobile phone switched off and carefully listen to the instructions. Student will observe complete silence and sit in the allotted seats during the entire rehearsal.
5. A briefing will be given about the procedure for distribution of degrees as well as the protocol to be observed during the function.
6. After the rehearsal there will also be a rehearsal for the group photograph so that it can be completed on time on the day of the Convocation.

Students are advised to remain standing at the following occasions:

7. At the time when the members of the academic procession enter the hall and till they take their seats.
8. 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. }

“By virtue of the authority vested in me as the Chairman of the Senate of the Indraprastha Institute of Information Technology Delhi, I hereby admit the duly qualified candidates listed in the scroll for the respective Degrees and charge them to prove worthy of the same.”

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

9. 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. }

10. At the time of National Anthem.
11. At the time when the academic procession departs and leaves the hall.

Convocation Ceremony on 27.10.2023 (Friday) – Report at 7.00 a.m.

1. The Convocation ceremony is split into two parts, Session I & Session II; the details will be announced during the Rehearsal.
2. The graduating students will report at sports complex at 7.00 a.m. to Collect Academic Sash. It will be provided by the Institute on the day of the Convocation on October 27, 2023. (This will also be a graduating gift to the graduates as a memory).
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 will sit in the allotted hall will be announced later.
5. For the Convocation, students should occupy their seats in the allotted hall by 10.20 a.m.
6. Before the Convocation, there will be group photograph for each program as mentioned in the schedule above. Timings for each program are specified, students are advised to follow the timing strictly.
7. Students are also requested to guide their parents to occupy their seats in the allotted Hall by 10:20 a.m.
8. During the function everyone must keep their mobile phones switched off.
9. Student will strictly follow the procedure for distribution of degrees announced during the rehearsal, as well as observe the protocol during the function.
10. During the function students should not move out of their seats.

Students will remain standing at the following occasions:

11. At the time when the members of the academic procession enter the hall and till they take their seats.
12. 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. }

“By virtue of the authority vested in me as the Chairman of the Senate of the Indraprastha Institute of Information Technology Delhi, I hereby admit the duly qualified candidates listed in the scroll for the respective Degrees and charge them to prove worthy of the same”.

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

13. 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}.

14. At the time of National Anthem.
15. At the time when the academic procession departs and leaves the hall.
16. After the function is over and the convocation is declared closed, the choir moves towards the mike to sing the National Anthem, simultaneously the entire audience in the hall will stand up and join the singing of the National Anthem.
17. The graduating students will receive their degrees as per the schedule and announcements.

Students must return to the counter to collect their graduating gift after the lunch.