

Announcement by DOAA on rehearsal day

Welcome you all to the rehearsal of the 51st Convocation of the institute scheduled on June 28, 2018. Congratulations to all degree recipients and award winners.

Since the convocation is a very special day for graduating students, their parents/guardians and other near and dear one, it is important that all concerned perform their roles in the ceremony errorless. To make it happen this rehearsal is being organized. It is therefore important that you take the rehearsal seriously so that you can perform your roles effectively on the day of your convocation. In this regard the following points may be useful:

1. To be held in three sessions.
2. **Session-1 (10:30-11:30 AM, June 28, 2018):** Everyone should occupy seats latest by 9:15 AM.

Chief Guest & Convocation Address : Shri Ram Nath Kovind, the Hon'ble President of India, He will be accompanied by the First Lady, Smt. Savita Kovind. The Hon'ble Governor of Uttar Pradesh, Shri Ram Naik, will be the guest of honour. Shri Satish Mahana, Hon'ble Cabinet Minister, Uttar Pradesh, and Minister in Waiting will also be present.

Students of all academic programmes (UG as well as PG) will be conferred degrees in groups by scrolling names of the students on the screen. Degree certificates will not be handed over individually.

Five prominent convocation awards (President's Gold Medal, Director's Gold Medal (UG-4 year programme), Director's Gold Medal (UG-5 year programme), Ratan Swarup Memorial Prize, and Shanker Dayal Sharma Medal) will be awarded by the Hon'ble President of India by calling the award/prize recipients to the stage.

Rehearsal (8:30 – 9:30 AM, June 27, 2018): Auditorium to be cleared promptly after the end of the Session. Participants of Session-2 may remain inside the auditorium

3. **Session-2 (3:00-4:45 PM, June 28, 2018):** Everyone should occupy seats latest by 2:15 PM.

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Degree certificates, prizes and medals to Ph.D., M.Tech., MS (By Research), MBA, M.Des., M.Sc. (2-Year), M.Sc.-Ph.D. (Dual Degree) and VLFM students will be handed over in Session-2 of the convocation, by calling them individually on the stage.

The degrees will be handed over by the Director and the Chairman Senate Prof. Abhay Karandikar and the medals and prizes will be awarded by the Chairman, Board of Governors Prof. R C Bhargava.

Due to very little gap between Sessions 2 & 3 all recipients should immediately leave the auditorium after the session.

Rehearsal (10:00 – 11:30 AM, June 27, 2018): Occupy your seats by 9:45 AM. Auditorium to be cleared promptly after the end of the Session.

4. **Session-3 (scheduled during 5:45-7:30 PM):** Everyone should occupy seats latest by 5:15 PM.

Degrees, prizes and medals will be individually handed over to B.Tech., BS, M.Sc. (Integrated) and Dual Degree (B.Tech.-M.Tech., B.S.-M.S., B.Tech.-M.S., B.S.-MBA) students by calling them on the stage. The degrees will be handed over by the Director and the Chairman Senate Prof. Abhay Karandikar and the medals and prizes will be awarded by the Chairman, Board of Governors Prof. R C Bhargava.

Rehearsal (12:00 noon-1:30 PM, June 27, 2018): Occupy you seats by 11:45 AM.

5. Due to limited space in the auditorium, it will not be possible to accommodate parents/guests of degree recipients in the auditorium in Session-1. Entry of parents of the degree recipients to Auditorium in Sessions 2 & 3 will be on first-cum first serve basis. I sincerely regret any inconvenience it may cause to your parents and I need your cooperation on this. Maximum of two persons per invitation card (excluding the degree recipient) will be allowed to enter the Auditorium. Please carry the Invitation card and your photo identity card with you.

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6. Please understand that Convocation Ceremony is in some sense one of the proceedings of the Academic Senate which requires complete decorum. No cross talks, photography, movements during the ceremony.
7. Arrangement for live telecast of the convocation ceremony and rehearsal have been made in L18, L19 & L20 of LHC. Parents who cannot be accommodated in the auditorium may watch the whole ceremony in L18, L19 & L20.
8. As you all know that this time there is a dress code for Convocation, i.e. off white Kurta Payjama/Churidar/leggings or Saree and Stole. All degree recipients are requested to wear the Convocation attire on the day of Convocation. Stole will be provided by the institute today in rehearsal of Sessions 2 & 3.
9. We request you to wear some formal footwear along with Kurta Payjama. Please do not wear bathroom slippers and try to avoid sport shoes.
10. You all must have received the Invitation cards. Please bring this Invitation card tomorrow and day after tomorrow while coming for the main ceremony.
11. You have to sit according to your roll numbers pasted on the chairs. Your seats will be different in two sessions. Please do not remove any sticker of the roll number pasted on the chairs. Volunteers will guide you to your seating place.
12. Attendance is being taken at 2 places today. One at your seat and the other at the stairs (for Sessions 2 & 3). Both attendances are compulsory. Please do not miss any one of them.
13. All of you are requested to please rise while the Academic Procession and dignitaries enter the auditorium and reach the dais/designated place in auditorium. Please keep standing till the National Anthem/invocation is over.

You are also requested to keep standing while the academic procession and dignitaries are leaving the Auditorium hall and there should be no clapping, shouting or tossing of hoods till

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the last member of the procession or the last dignitary has stepped out of the hall. In Session 1 it may take few minutes after the closing of convocation.

You may celebrate, clap, shout, toss your stoles or do what so ever you feel like after the last member of the procession has moved out of the hall.

14. Photography will be taken care of. Students or their parents are strictly not allowed to click any photographs, if by chance someone is able to bring camera or mobile phone inside the hall.
15. No one should leave the hall till the function is over (even on rehearsal).
16. If the order of degree gets changed for some reason, and you get a degree of someone else, just walk down from dais and exchange later. Kindly do not come back to stage or start complaining there itself. This is applicable only for Sessions 2 & 3.
17. If you find any error on the degree certificate, please do not worry. You should come to DOAA office IMMEDIATELY after the function is over. The corrections will be done. Applicable only for Sessions 2 & 3.
18. Use the restroom before the start of ceremony as movement while ceremony is on will be restricted.
19. Institute has made arrangements for high-tea for the degree recipients and their parents on the Auditorium grounds outside at 7:30 PM on June 28, 2018. I invite you all to please come and join for hi-tea with your family members after the Convocation Ceremony.