

RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY
Convocation-2018

[For candidates Graduated in the years 2015 & 2016]

General Instructions for the Graduants

1. The Graduands who have registered and paid the necessary fees only will be permitted to receive the Degree.
2. The Degree recipients on arrival at RGCET Campus will have to register their names at Reception dais at Administrative Block (Ground Floor) to receive the Admit Card, Graduation Day program and academic attire (Gown & Cap) .
3. All the candidates receiving the Degrees in the Convocation will occupy their seats as shown in Admit Card in the Hall by 10.00 a.m. Candidates coming late will not be permitted entry into the Hall.
4. Candidates will ensure that they occupy the correct seats allotted to them. The Parents/Guests accompanying the Graduands should occupy the seats earmarked for them in the Hall.
5. The candidates and Parents/Guests shall switch off their mobile phone and observe absolute silence throughout the proceedings.
6. Candidates and Parents/Guests are not allowed to take photographs inside the Hall. They should not leave their seats for taking photographs.
7. All the Candidates as well as the Guests for the award of Degree will rise from their respective seats when :
 - (a) The Academic Procession enters the Hall and until the Chief Guest occupies his chair on the Dais.
 - (b) Invocation and National Anthem are played.
 - (c) The Academic Procession leaves the Hall after the convocation is closed.
8. After the HOD of the discipline concerned has read out the names of the candidates of his/her Dept, the candidates belonging to that Dept will remain standing, till the Principal admits them to the Degree.

9. After the HOD has admitted the candidates to the respective Degree, candidates there after, walk to the dais one by one to receive the Degree from the Chief Guest. They will bow twice, before and after receiving their degree certificate to the dignitaries on the dais. While receiving the degree, turn slightly to your left, for the camera man to take your photograph.

10. The candidates will then return to their original seat in an orderly fashion as per the directed path. Please remember that candidates and parents/Guests should not move from designated areas till the entire function is over.

11. At the end of the ceremony, candidates and Parents/ Guests will quietly move out from the Hall after the announcement is made to that effect.

12. Parents/Guests arriving late (ie after 10.00 a.m.) will be accommodated at the waiting Hall and watch the proceedings on closed circuit TV.

13. Any act of disorderly conduct during the function is strictly prohibited. Solemnity and dignity of the occasion is to be preserved.

14. The above instructions are issued to all candidates attending the Graduation Day for strict compliance please.

Dress Code

All are required to pay due regard to formality and uniformity in their dress for the occasion. Please note that the following dress code is to be maintained by the Degree Awardees on the day of convocation:

Male Candidates

Full sleeve light coloured plain shirt, dark coloured full pant and black/brown full shoes (formal).

Note: Striped, Checked or dark coloured shirts, T-Shirts, striped or light coloured pants, Jeans, sandals and chappals are not permitted.

Female Candidates

Saree of sober colour and decent design or salwar kameez with Dupatta.

Note: Jeans, T-Shirts, Leggings, Skirt, Pant/Suits, high heels etc are not permitted

Points to Note for the candidates

1. Registration at Reception desk located in the Administrative block which will open at 09.00 a.m. and close at 09.50 a.m.
2. You will be provided with the Admit Card, Lunch Coupon and Graduation Day 2018 proceedings.
3. You will enter the Convocation Hall wearing the Convocation Dress.
4. You should Occupy your allotted seat as given in Admit Card by 10.00 a.m. Instructions will be given to the candidates for the function once all candidates have taken their seats.
5. Graduation Day program will commence by 10.30 a.m.
6. After the end of the program, leave the Hall and hand over the Convocation Dress without fail from where it was collected.
7. For the photograph the hardcopy of your photos will be submitted in your respective Departments, The same may be collected from the respective Department Coordinators.