

Instructions

- Convocation is a solemn Ceremony and requires complete decorum.
- No cross talks, photography, movements, loitering inside the convocation hall are allowed during the ceremony.
- During the function, medal awardee students shall move out of their seats only when their name is called for receiving the award.
- Protocol for VIPs shall be followed in accordance with the Government guidelines.
- The following items are prohibited during the ceremony: camera, whistles, bottled water or any bottled liquids, balloons, wrapped gifts, weapons, knife, sharp objects, food, alcohol etc.
- Bring one photo ID proof (University ID Card/ Passport/ Voter I-card/ Aadhaar/ Driving License, etc.) for registration at the venue and for allowing entry in to hall.
- Children below 12 years are not allowed.
- Awardee members and students must come to the venue wearing the specified dress code, Men - Half White Pyjama/Pant- Kurta with robe-Violet
Woman- Half White sari/Chudidar with robe-Violet.
- While entering the convocation venue the awardee members and students must register at the registration counter, collect their allotted seat card and enter the hall.
- Awardee members and students must sit only in the allotted seats in the convocation hall.
- The guests and family members of the awardee members and students /official invitees / media persons shall occupy their seats only in prescribed area.
- Seats shall be occupied by the members/students & their accompanying guests/family members ONE HOUR before the start of function.
- The audience present in the Ceremony shall stand up at the following occasions:At the time when the academic procession enters the hall and till they take their seats, At the time Vandemataram and At the time of national anthem and at the time when the academic procession departs and leaves the hall.

- Awardees and students are also required to stand up at the time administering of the "Oath".
- During the function mobile phones should be kept switched off.
- The clapping of hands is the only form of acknowledgement recommended.
- Audience shall not leave the hall before the completion of the ceremony. They should move from their seats only after the academic procession departs and leaves the hall.
- No one should crowd in front of the dais and in the aisles.
- Personal photography and selfies are prohibited.
- The official photographer shall carry out photography and videography during the ceremony. Photographs of awardees can be ordered from these professional photographers afterwards.
- Breach of protocol may lead to legal punishment and disciplinary action.
- Members and students are allowed to participate in the Convocation subject to confirming his / her registration.
- In case an eligible member does not attend this Convocation or does not confirm for attending this Convocation, he/she will not be allowed to participate in any subsequent Convocations and his/her original certificate will be sent by post after the convocation to his/her mailing address registered with the Institute, provided he / she pays the fee prescribed for obtaining the degree In-Absentia.
- No person shall be allowed to attend the Convocation as a representative of the member. If a person abstains from attending the Convocation, his/her original membership certificate will be sent by post at the mailing address registered in the records of the Institute.

Registrar, RGUKT-AP.