

**INSTRUCTIONS TO BE FOLLOWED FROM 7.00 AM to 1.00PM on 23 December, 2015  
at RGUKT Nuzvid Campus**

## **1<sup>st</sup> CONVOCATION**

### **7.00 To 9.30 AM: RECEPTION COUNTER**

- **Reception counter is located in play ground opposite to K2 Hostel**
- **Registration takes place at Reception Counters**
- **Collect your entry pass and breakfast coupon from 7.00 AM at Reception Counter**
- No Breakfast would be served after 9.30 AM.
- **Lunch coupon** would also be provided at the registration desk for students and parents.
- Cell phones and handy cams are strictly prohibited inside the auditorium.
- The candidates awaiting the conferment of their degrees are expected to maintain silence.
- Children will not be allowed into auditorium
- After taking lunch, wear robe and **proceed towards convocation hall with entry pass**
- Parents would also be allowed into the hall, but they would be permitted to sit at the designated place as shown in layout
- Parents (each) should carry proper identify card issued by the government (Aadhar card, Voter card etc) to enter into Convocation Hall and produce the same to the security if asked
- **ALL STUDENTS AND PARENTS SHOULD ENTER INTO CONVOCATION HALL BY 2.30 PM**
- Entry is not allowed into the hall after 2.45 PM NEITHER CAN YOU LEAVE THE HALL
- **STUDENTS AND PARENTS SHOULD FOLLOW THE VOLUNTEERS AND TAKE SEAT AT DESIGNATED PLACE AS SHOWN BY VOLUNTEERS. For Seating plan, please refer to website.**
- **Medal winners would be required to seat at their designated place as shown in seating plan.**
- The candidates awaiting the conferment of their degrees shortly, are expected maintain silence.

### **CONVOCATION PROGRAMME**

- **Convocation programme would start at sharp 3.00 PM with academic procession.**
- **Students, parents, staff and invitees should stand up from their seats (maintaining silence) and remain standing till all the dignitaries occupy their seats on the dais.**
- All the participants (students, parents, staff and invited guests) will be required to stand at their seats at various times during
- Procession of dignitaries, (b) National Anthem (c) Invocation/prayer (d) National Anthem and (e) Dignitaries leaving the hall after convocation ends and sit back as soon as particular activities get completed.
- **Only B Tech graduates and M.Tech should stand up** during their Graduation oath taking ceremony and be seated after oath process is done. Others (staff, invited guests) would remain in their seats
- The convocation ends once the dignitaries and invited guests leave the convocation hall.

### **CERTIFICATE DISTRIBUTION**

- **SILENCE SHOULD BE MAINTAINED DURING DEGREE CERTIFICATE PRESENTATION**
- **Once you receive the certificate, you may leave the convocation hall and proceed towards the REGISTRATION DESK to return the robe and collect the caution deposit. Silence should be maintained while leaving the hall.**