

## Instructions to Students

### **Convocation – 14<sup>th</sup> December, 2024**

- Reach the Convocation Venue by 02.00 PM.
- Please carry your ID Proof (IPE ID card/aadhar/PAN card/Driving License)
- The Convocation is a solemn occasion which ought to be conducted with full sense of discipline, dignity and decorum throughout the ceremony.
- Please wear IPE formals without blazar (white shirt and navy blue trouser/pant) with proper footwear. Avoid wearing slippers, sports shoes, etc.
- Collect your admit card in between 2.00 PM to 3.00 PM at the designated counters.
- Students who are issued admit card will only be allowed to receive the diploma in person.
- You have to sit according to the seat number allotted as per admit cards. Strictly follow the seating order for smooth distribution of diplomas.
- Occupy your seat in the auditorium by 3.30 PM. sharp.
- Attendance of students will be taken and completed before 3.40 PM. Anybody not present during attendance will not be allowed to receive the diploma in the convocation under any circumstances.
- Carrying Mobile phones inside the auditorium is strictly prohibited. Leave your mobiles in your vehicles.
- Photography will be arranged by the Institute. Photography by students is strictly prohibited inside the auditorium.
- Till the program is concluded all are requested to be in their seats as no movement in the auditorium is allowed.
- **Use the restroom before start of the ceremony** as movement in the auditorium is restricted till the ceremony is concluded.
- The students should leave the auditorium only after the academic procession leaves the hall.
- Students should proceed for dinner after completion of the program.

### **All are required to stand-up:**

- When the academic procession enters the hall and the members of the procession take their seats.
- When the President makes the announcement and reads the Citation:  
(The concerned students will acknowledge by a bow and then sit down.)
- When the national anthem is played.
- When the academic procession departs and leaves the hall.

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**NOTE:** All are requested to keep checking the mails for any alerts and notifications.