

## **17<sup>th</sup> CONVOCATION: SUNDAY 13<sup>th</sup> October 2019**

**Venue: VNSGU Convention Hall, Surat**

### **IMPORTANT INSTRUCTIONS FOR THE DEGREE AWARDEES**

#### **A. INSTRUCTIONS FOR THE REGISTRATION PROCEDURE:**

**Registration: Saturday, 12<sup>th</sup> October, 2019** **Time: 2:00 PM to 5:00 PM**

- Degree awardees should report to the below mentioned places for registration and complete the formalities as stated below :

<b>Category of Degree Awardees</b>	<b>Place for registration</b>
<b>B. Tech.</b>	In respective departments
<b>M. Tech.</b>	In respective departments
<b>Ph.D.</b>	In Seminar Room, EED
<b>M.Sc.</b>	In respective departments

- Degree awardees must carry valid photo ID proof to show to the registration committee.
- Degree awardees should check their details in the degree certificate and sign in the registration form. In case of any mistake in the degree certificate, please inform to the respective departmental registration committee member.
- Collect SOUVENIR, SCARF and SEAT NUMBER from the departmental registration committee.
- For seating of parents, communicate through e-mail at [convocation17@svnit.ac.in](mailto:convocation17@svnit.ac.in) / [apply online](#) and book in advance (since seats are limited). The tickets for seating of parents will be obtained from respective registration committee.
- Also, please collect coupon for your lunch (to be served before convocation) from respective registration counters. The coupon served for PARENTS can also be purchased from the registration counter.
- **All the degree recipients are advised to register themselves during the stipulated time on 12<sup>th</sup> October, 2019 between 2:00 PM to 5:00 PM**

## **B. INSTRUCTIONS FOR THE CONVOCATION PROCEEDINGS**

1. Please take your **SEAT** in the Convocation Hall latest by 2.00 pm on the day of Convocation (13<sup>th</sup> October, 2019) before the commencement of the Convocation procession and don't leave your SEAT throughout the function except while receiving the Certificate / Medal / Prize. After receiving the Certificate / Medal / Prize, you should come back to your seat only.
2. **Dress Code: White Shirt and dark trouser for Gents  
White Kurti/Light colored Sari for Ladies**
3. Please put on **SCARF** throughout the Convocation function.
4. **You are expected to maintain dignity of the sacred event by observing discipline throughout the function. Please remain silent and avoid creating noisy scenes.**
5. Please switch off your **MOBILE PHONE**.
6. You should maintain the **SEQUENCE**, while proceeding to receive degree Certificate / Medal / Prize as per the guidance of the team of faculty members. Proceed as per your serial number and return to your allotted seat only.
7. All the members of audience are required to rise when Convocation Procession enters the Hall in the beginning as well as when the procession leaves at the end of the function.
8. Please do not leave the hall without taking the **PLEDGE**.
9. Please **LISTEN** to the instructions given by Master of Ceremony carefully and act accordingly.
10. Please note - Once the function commences, no one will be allowed to **ENTER / LEAVE** the Hall till the event is formally concluded. The gates will be closed during the programme.
11. **PHOTOGRAPHS of all the degree recipients will be clicked by the official photographer of the institute only. Private / individual photography is not permitted.** Degree awardees will be able to download their photographs from the institute web site.
12. Children are NOT allowed in the Convocation Hall.
13. Parents are allowed to seat in convocation Hall/room no. 604 (new CRC building) as per prior intimation / confirmation.

**DEAN (ACADEMIC)**  
**Chairman, 17<sup>th</sup> Convocation**