

MARIAN ENGINEERING COLLEGE TRIVANDRUM

CHRYSA LIS 2K19 -GRADUATION CEREMONY

DATE: 29th June 2019

Venue: Bishop Benziger Hall, Marian Engineering College

General Guidelines:

- Students must report at the registration counters (Mechanical Block) at 10 am on the Graduation Day. **College id card is compulsory without which entry to campus will be denied.**
- All those who are participating in Graduation day should register in respective counters and collect Convocation gown, seat numbers, lunch coupon(for students alone) & Dinner coupon(for registered parents & students) .
- Registration starts at 10.00 am and ends at 11.00 am.
- Late registrations after 11.00 am will not be permitted.
- A refundable deposit of Rs.1000/- (Rs One Thousand only) should be paid at registration counter for receiving academic dress and cap (for students) and will be refunded once the dress and cap is returned to registration counters after the programme.
- The deposit amount **will be not be refunded** if the academic dress and cap are damaged/not returned.
- Students are directed to assemble in front of main auditorium (bus shed) sharp at 12. 00 noon for trial procession.
- All the graduands attending the graduation ceremony must be properly and decently dressed (Formal dress is mandatory).
- It is mandatory for all the Degree recipients to be dressed in proper Convocation Attire during procession (both trial & actual) and inside the hall.
- After trial procession students should be seated as per seat number allotted. Instructions regarding the conduction of program will be given inside the hall after this
- After trial procession group photo session will be arranged in front of admin block.
- Lunch for students will be provided on the day.
- Procession starts at 2.00 pm from the assembly point (Bus shed) to venue. Students are directed to assemble in the order of their seat numbers. They should be seated only in the allotted seat (which will provided at the time of registration).
- Only one parent will be permitted to enter the hall, and the second person should occupy seats provided in the gallery hall (Ground floor – Admn Block).
- Parents are directed to occupy the seats before 2.30 pm.
- Strictly follow the time schedules for smooth conduct of the programme
- Degree recipients will not be allowed to enter/leave the convocation hall during the ceremony.
- When the Academic procession enters the convocation hall, the graduands shall rise and remain standing until all those on the dais have taken their seats.
- It is mandatory that the decorum of the convocation proceedings should be maintained by every graduand till the end of the programme.

- Provision for taking photograph along with parents will be arranged at photo point. Students can avail this facility.
- Photograph of the function will be taken by official camera man and will be uploaded on drive. Students can take copy from it later.
- After the convocation function and photo session, participant are directed to return the academic dress and cap to their respective registration counters and then proceed to the food counters, which is arranged in the open auditorium(Bus shed)
- **Mobile Phones must be kept in silent mode for the entire duration of the programme.**
- **Taking photos using mobile phones is strictly prohibited in the hall.**
- **Kids below the age of 12 will not be permitted inside the main hall.**
- **Kindly maintain ABSOLUTE SILENCE inside the hall. Once the program starts, participants should not raise from their seats other than for receiving certificates.**