

6<sup>th</sup> Annual Convocation

Instructions to all graduates who are coming for award of degree on 08<sup>th</sup> July, 2017

1. All graduates (who have registered for convocation) **must reach CHITKARA INTERNATIONAL SCHOOL (CIS) latest by 8 am** to collect their gowns, attend dress rehearsal and for other very important instructions.
2. On reaching CIS, graduates should go the class rooms [*details to be notified on Chalkpad in due course of time*]
3. **Faculty on duty in the respective class rooms will –**
  - (a) call the students one by one in front and get their signatures on the attendance sheet and issue a seat no. allocated in the auditorium.
  - (b) issue you a gown after collecting a payment of Rs. 500 from your side. Pls. note that, Rs. 200 is refundable after the convocation is over. For that, student himself / herself needs to submit the gown at the same counter and collect the refund from that Faculty only after the convocation is over. **Refund of money will not be given to any other student or your friend.**
4. After collecting the gown the students can have their refreshment.
5. **Immediately after having their refreshment, students must proceed to Auditorium. A detailed seating plan of the auditorium will be displayed on screen. Faculty members will be on duty in auditorium to guide the Graduates to the respective allocated seats.**
6. **Graduates must take the seats (as told to them by the Faculty member at the time of Registration) positively by 8.15 am.**
7. **Process of formal Dress rehearsal will start by about 8.30 am.**
8. **It is mandatory for every Graduate to be a part of this Dress rehearsal. Anybody failing to be part of this dress rehearsal will not be permitted to go to stage to collect their degrees.**
9. **After the formal opening of convocation and finish of formal ceremonies of welcome address etc., respective Heads will be presenting the students for award of degrees. At this time, graduates would come on stage one by one and will get their degrees.** Faculty on duty will ensure that students go on to the stage strictly as per the tag nos. sequence and as their names are being called without creating any kind of confusion and to conserve time.
10. **The students who have registered for convocation and have not submitted their proper passport size photographs will receive provisional degree certificate during the convocation.**
11. Graduates should come on stage, receive the degree from Chief Guest and take their seats in the same row, where they were sitting originally. Faculty on duty will ensure the same.

Rest of the instructions would be announced on the day of the convocation itself.

**Registrar**

**Convocation Schedule:**

08.00 hrs	:	Arrival of Students
08.20 hrs	:	Awardees to be on their seats for Briefing in the Auditorium
08.30 - 10.00 hrs	:	Rehearsal for Convocation
10.10 hrs	:	Formation of Academic Procession
10.15 hrs	:	Academic Procession to enter the Venue
10.20 hrs	:	Lighting of Lamp
10.25 hrs	:	Chancellor to Declare the Convocation Open
10.30 hrs	:	Presentation of Annual Report by Vice-Chancellor
10.45- 1.00 hrs	:	Award of Medals and Degrees to Students
1.00 hrs	:	Vote of Thanks
1.05 hrs	:	National Anthem
1.10 hrs	:	Chancellor to Declare the Convocation Closed
1.15 hrs	:	Academic Procession leaves the venue
1.20 hrs	:	High Tea with the Awardees