

INSTRUCTIONS TO GRADUANDS RECEIVING
DEGREES/DIPLOMAS AT THE 5th CONVOCATION TO BE
HELD ON 14.02.2020

As you are aware, the Fifth Convocation ceremony of the Indian Maritime University, Chennai is to be held at the **Indian Maritime University, Head Quarters**, Chennai on Friday, **14.02.2020**. The Hon'ble Secretary, Ministry of Shipping, Government of India will be the Chief Guest.

The following instructions are issued in respect of the **Graduands**, i.e. candidates who will be attending the Convocation **in-person** to receive their UG Degrees/PG Degrees/PG Diplomas:

1. The Convocation function, as per Form of Procedure, will be held between 1500 hrs and 1700 hrs on 14.02.2020. But the graduands and other visitors will be expected to be properly seated inside the Convocation Hall well before 1430 hrs for security reasons. In order to avoid last minute rush **all the graduands are requested to report at Indian Maritime University, Headquarters, for registration at 1000 hrs on 14.02.2020.** Those who report late run the risk of not being allowed into the Hall for security reasons. Please note that last registration will close by 1300 hrs and no requests will be entertained thereafter.

2. All graduands are requested to familiarise themselves with the location of the **Indian Maritime University , Headquarters, East Coast Road Semmencherry, ECR Chennai – 600 119** even before they depart for the function venue. The location can be seen at <https://goo.gl/maps/F7hdwe7ELrx> on google maps. The main gate is located on the East Coast Road near Aavin Milk Booth of Uthandi.

3. **Graduands are requested to bring a valid Photo ID** (issued by the University/Employer/Government) **for registration and it is mandatory.**

4. Those graduands who have already registered to bring one more person (parent or sibling or spouse or close relative) are required to bring that person to the registration counter along with them. The person accompanying the graduand should also bring a Photo ID or else he/she will not be allowed to attend the programme. It should be noted that a graduand can bring only one person along with him/her. Further it is to be noted that the accompanying person will be allocated different seat among the audience. Due to shortage of seats and security reasons those who have not registered [both graduands and persons accompanying them], will not be allowed inside the auditorium.

5. **Graduands and persons accompanying them are instructed not to bring any luggage, hand bags, water bottles, food packets, mobile phones, tablets, cameras, or any devices to the function venue.** These are **strictly prohibited** for security reasons. The university is not in making any arrangements for their safe custody and therefore will not be responsible if any such items are confiscated by the police.

6. The Venue of registration is the "Academic building" behind the main Headquarters building. At the time of registration the graduands will be issued with a token which needs to be exchanged for the degree certificate while sitting in the Auditorium after the completion of main event i.e., handing over of medals to the medal winners by the Chief Guest and after all the Guests leave the Auditorium. Graduands and person accompanying them will also be issued with appropriate badges, booklets, tokens etc.

7. **Further, at the time of registration, the graduands will have to collect a Black Robe and Cap from the service provider after making a refundable caution deposit of Rs.500 and at a rent of Rs.100.** (Adequate supply of robes and caps will be made available by the service provider). Graduands will be required to wear the Black Robe and Cap and the Badge before they enter the Hall. They should surrender the robes and caps without fail after the Convocation function is over. Graduands are advised to wear light colour shirts and black colour pants under the robes. **T-shirts, jeans or other casual wear should be avoided.**

8. No graduand or the person accompanying him/her will be allowed to leave the auditorium once they enter the auditorium and occupy their allocated seat. Once again it is reiterated that the graduand and the accompanying person shall occupy the allocated seat before 1400 hrs. They must enter the Hall and be seated in the seats earmarked for them. Graduands will be seated separately from the persons accompanying them.

9. **The graduands must observe strict decorum before, during, and after the Convocation function. Any instances of indiscipline or misbehaviour will be viewed seriously and lead to immediate ejection from the Hall and other action as per law.**

10. The graduands (along with other invitees) are to stand up when the Convocation Procession enters the Hall and remain standing till the members of the procession take their seats.

11. After the Convocation is over, the Graduands (along with other invitees) will be expected to stand up again and remain standing till the Convocation Procession leaves the Hall.

12. While all candidates – those attending in-person as well as those who have applied in-absentia - will be *admitted* to their Degrees/Diplomas at the Convocation, owing to constraints of time, only a handful of graduands, i.e. selected gold medal winners, will receive their degree-cum-rank certificates and gold medals from the Chief Guest. The rest of the graduands are requested to remain in the Hall even after the dignitaries and other invitees leave the Hall. Degree certificates will be handed over to the graduands while they are seated in their allocated seat by IMU official against the collection of token.

13. For the photo session with the Vice Chancellor and the Director/Registrar/COE, the graduands along with their original degree certificates handed over to them will be required to proceed Campus wise on to the stage as and when called.

14. Please note that each Graduand will have only 5 seconds for the photo with VC/Director/Registrar/COE and the queue has to move swiftly.

15. Once your turn for photo is over keep moving in the queue and exit the auditorium.

16. You will be required to stand up for National Song and National Anthem.

17. A copy of these instructions will also be posted on the IMU website <http://www.imu.edu.in> Graduands are requested to periodically visit the website for further instructions if any.

-/sd/-

Controller of Examinations

Do's and Don'ts for Graduands

Convocation is a very formal and sacred ceremony, therefore it is of utmost importance that all those in the Convocation hall need to maintain proper decorum.

Graduands are those students who are present at the Convocation Ceremony to receive their degrees in person.

Do's

- Keep your and your accompanying Parent / Guardian's Identity card / document ready before approaching the registration counter.
- Sign in the registration log and collect the token which you will be required to return while receiving your original degree certificate.
- Ensure that the token issued to you has the seat no. and the signature of the official.
- Keep the token issued for your Degree Certificate in safe custody.
- Occupy the seat allotted to you in the Graduand robe. Please note that accompanying parent / guardian is given a different seat elsewhere and he/she cannot sit with you.
- The graduands (along with other invitees) will be expected to stand up when the Convocation Procession enters the Hall and remain standing till the members of the procession have taken their seats.
- You will be required to stand up while National Song and National Anthem are played.
- After the Convocation is over, the graduands (along with other invitees) will be expected to stand up again and remain standing till the Convocation Procession leaves the Hall.

- Your original degree certificate will be handed over to you while you are seated in your allocated seat by the IMU Officials against the collection of the token after the main Convocation function is closed.
- Please note that as intimated earlier there is no provision for safe keeping of your belongings hence you had been advised not to bring any bags and other belongings to the venue.
- For the photo session with the Vice Chancellor and the Director / Registrar / COE, the Graduands along with their original degree certificates handed over to them will be required to proceed Campus wise as and when called.
- Please note that each Graduand will have only 5 seconds for the photo with VC/Director/Registrar/COE and the queue has to move continuously.
- Once your turn for photo is over keep moving in the queue and exit the auditorium.
- Switch off your mobile phones when you enter the Convocation hall.
- Check your Degree Certificate for correctness, in case of any mistake report the same after the Convocation ceremony is over.

Don'ts

- Don't forget to sign at the registration counter after receiving your token.
- Don't Use your mobile phones to take selfies or pictures of your friends inside the Convocation hall. Photographs of all Graduands receiving their Degree Certificates in-Person will be hosted on IMU's website, and can be downloaded from there.
- Don't move into areas which are out of bounds for Graduands and students.
- Don't clap or whistle in the Convocation hall.