

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**XXXIX CONVOCATION**

**(11 December, 2018)**

Dated: 3<sup>rd</sup> December, 2018

**INSTRUCTIONS TO DEGREE RECIPIENTS**

**ATTN: ALL DEGREE RECIPIENTS- 39<sup>th</sup> CONVOCATION 2018**

**1. THE DEGREE RECIPIENTS ARE REQUIRED TO WORN THE CONVOCATION DRESS AS PER FOLLOWING:**

*For Boys: Off-White/ Pale Cream Kurta & Pyjama (Preferably Chudidar) and Formal Sandals along with Stole. The students may wear khadi/woolen of matching light colour, if they so desire. The Stole will be provided at the Institute to registered students.*

*For Girls: Off-White/ Pale Cream Salwar+Kamij (Preferably Chudidar) or Off-White Saree with Matching Clothes and appropriate footwear along with Stole. The girls may wear khadi/woolen jacket/ sweater of matching light colour, if they so desire. The Stole will be provided at the Institute to registered students.*

**2. Stole should be obtained from the respective counter only. The stole will be issued to the registered students only on 10<sup>th</sup> December 2018 during 10.00 am to 5.30 pm only. No delayed reporting will be accepted.**

**3. The degree recipients will be required to submit copy of receipt for online fee payment, registration form, id proof etc. At the convocation registration counter (Academic & Examination section) and obtain convocation stole. The stole need not to be returned. The candidates are requested to obtain lunch invitation card for degree recipient and the accompanying family members after submitting details for the same.**

**4. The degree recipients will be required to adhere to the dress code for the convocation. Students will not be allowed to enter in the convocation hall without prescribed dress and stole.**

**5. The seating arrangement for degree recipients and accompanying persons are as under:**

Degree	Batch	Degree Distribution at Penman Hall (Date & Time)	Sitting Arrangement for Accompanying Persons	Sitting Arrangement for Other Degree Recipients
Ph.D.	Upto 01.12.2018	09:15 AM	GJLT	NLHC
B. Tech/B.E./Dual Degree/Integrated	2017-18	09:15 AM	GJLT	NLHC
Awardees of medals of all courses	2017-18	09.15 AM	GJLT	NLHC
M.Sc./M.Sc. Tech/ MBA/M. Tech	2017-18	02:15 PM	GJLT	NLHC

6. All recipients of degrees should occupy their respective seats indicated on the chairs in the Convocation Venue (Penman Auditorium) by scheduled date and time as given below:

Degree	Batch	Degree Distribution at Penman Hall (Date & Time)
Ph.D.	Upto 1.12.2018	11/12/2018, 09:15 AM
B. Tech/B.E./Dual Degree/Integrated	2017-18	11/12/2018, 09:15 AM
Awardees of medals of all courses	2017-18	11/12/2018, 09:15 AM
M.Sc./M.Sc. Tech/ MBA/M. Tech	2017-18	11/12/2018, 02:15 PM

7. The Director will admit the recipients for their respective degrees. The awardees should stand up for the ceremony.

### 8. **PLEDGE TAKING**

A selected recipient will read out the pledge from Rostrum "C", which shall be repeated by all others. All the recipients will stand up to take the pledge in Sanskrit and English. The pledge shall be read in broken sentences.

9. After the pledge is taken, Degrees will be distributed by the Director. On starting of the degree awarding ceremony, the recipients shall form a queue in order of their seats and move on to the dais immediately on their names being called. The order of award of degrees will be Ph. D., B.Tech/B.E, Dual Degree, Integrated (in first half) and M.Sc., M.Sc.Tech, MBA, M. Tech, (in second half).

10. The recipients of degree, on his/her name being called, shall go the dais from the left side (as viewed by the audience) and bow his/her head before the dignitaries on the dais and receive the degree from the Director. He/She should then get down from the dais from the right side and occupy his/her seat.

11. After the degree distribution, Medals will be presented to the eligible candidates by the Chief Guest/Chairman in the first half. All medalist/awardees will be required to be present in the Penman Hall during first half (09:15 AM) (B.Tech/B.E/Dual Degree/Integrated/M.Sc./M.Sc.Tech/MBA/M.Tech).

12. All recipients must remain on their seats till conclusion of the Convocation and should not leave the Convocation Venue mid-way.

**A rehearsal for recipients of degrees will be conducted on 10<sup>th</sup> December, 2018 at 5.00 PM in the Convocation Venue (Penman Auditorium) to apprise them with the procedure of obtaining degrees in Convocation. All recipients of degrees are requested to attend the same.**