



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

2nd & 3rd Joint Convocation 13th November, 2021

Instructions for Graduands

The 2nd & 3rd joint Convocation of NIT Andhra Pradesh has been scheduled on **13th November, 2021** to confer degree to Graduands who have successfully completed the B.Tech. programme in 2020 and in 2021.

(A) Instructions for Degree recipients

1. A **mandatory rehearsal** will be arranged in NIT Andhra Pradesh on 12th November, 2021, at 4:30 PM. Degree recipients who fail to attend rehearsal will not be allowed to attend the convocation.
2. The Graduands can bring two accompanying persons (parents/family members) along with them. **The awardee MUST inform the name of the accompanying person and other details to the offline registration committee.** Such accompanying persons will be allowed to view the convocation programme from the Seminar Hall (Room No. 222, SRK Academic Complex).
3. Accompanying persons shall not be allowed to the convocation hall (Ravindra Kalabharathi NIT Andhra Pradesh).

(B) Physical Registration

Physical registration is mandatory for all the degree recipients. No student will be allowed to participate in the convocation without physical registration. Physical Registration counter at Sardar Vallabhai Patel Central Vista (Room No. 14, Ground floor) will be opened as per the following timings:

Date	Time
12 th November, 2021	9.30 AM to 5.30 PM
13 th November, 2021	9.30 AM to 10.30 PM

(C) Academic Costumes

1. The graduands will be provided a convocation dress and robe from the Physical Registration counter at Sardar Vallabhai Patel Central Vista (Room No. 14, Ground floor). The convocation registration fee from graduands will cover the cost of Convocation dress and Robe only.
2. No graduands will be allowed to attend the Convocation ceremony in a dress other than one specified for the Convocation.
3. All the awardees are required to come in formal footwear to attend the ceremony.



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(D) Degree Recipients Participation in Convocation Ceremony

1. Degree recipients must report by 3 pm at the venue on 13th November, 2021.
2. **After 3.30 pm, no graduand shall be allowed to enter the convocation hall.**
3. Seating arrangements will be Roll Number, Department within each course group as decided by the Convocation Committee.
4. Once all Degree recipients are seated, they will receive a briefing about the time, when in the proceedings the awards will be presented.
5. The degrees will be awarded to students of different departments in alphabetical order.
6. Minute to minute programme schedule will be provided to all the graduands along with convocation dress at the time of offline registration.

(E) Arrangements for Differently abled Graduands

1. The Institute has a responsibility to ensure that differently abled graduands can participate in the Convocation Ceremony with ease.
2. In order to ensure appropriate arrangements to be made, it is essential that students request the Convocation Office (AD(A&E)/AD(A&R) for any special requirements well in advance.
3. Where a candidate with mobility impairment cannot use stairs or where there is no wheelchair access to the stage, the Presiding Officer will descend the stairs to present the award. In this situation, the Convocation Office will brief the Presiding Officer, and the candidate regarding the process.
4. Candidates with vision impairment will be assisted by a guide or person(s) deployed for this purpose.

(F) The Ceremony

Academic Procession

1. The academic procession will assemble in the foyer of the venue 30 minutes before the ceremony.
2. The order of procession is determined by the stage seating plan which is in accordance with the seating protocol.
3. The academic procession will enter the venue as decided by the committee.

(G) Movement of Degree recipients across the Stage

As per instructions of the Convocation Committee.

(H) Photography Session

An official photography session will be conducted during the ceremony.

At the time of Physical registration, Convocation dress, robe convocation booklet and Minute to minute programme will be distributed.



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(I) Important Security Instructions (November 12-13, 2021)

1. Please carry the following (on November 12-13, 2021):
 - a) Registration payment acknowledgement slip
 - b) Govt. issued photo ID in original
2. ONLY TWO accompanying persons (parents/family member) are allowed with the graduand. The accompanying person need to carry the following (on November 12-13, 2021):
 - a) Two copies of the filled proforma for the accompanying person (soft copy submitted in advance)
 - b) Govt. issued photo ID in original
3. Items such as briefcase/ handbags/ bags/ any kind of arms/ camera/ electronic items/ water bottles etc. will not be allowed.
4. All persons should maintain covid 19 measures and cooperate with security staff.
5. Entry inside the campus without face mask is strictly rejected.

SOP & GUIDELINES FOR CONVOCATION

When entering Institute premises, all invitees, members of faculty and staff, media personnel, graduands and their accompanying person are instructed to strictly adhere to the following SOPs round the clock:

1. Graduands and other invitees should get their Student ID/Other Govt. ID verified by the security personnel and get the details entered in the register
2. The guideline mentioned here are applicable to everyone entering the campus. All are responsible for protecting their health as well as the health and safety of others.
3. If graduands and their accompanying person, faculty, staff, or media personnel feel unwell and show even mild symptoms of COVID-19, they should avoid coming to the event at any cost. COVID-19 symptoms include:
 - a. Runny nose
 - b. Loss of sense of smell
 - c. Cough or difficulty in breathing
 - d. Sore or scratchy throat
 - e. Fever, chills or sweating
 - f. Severe headache



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4. Graduands and their accompanying person, faculty, staff and media personnel are required to wear face mask without fail.
5. All personnel attending the event must wash their hands thoroughly and disinfect and sanitize hands frequently.
6. A distance of 1 meter should be maintained from one person to another, while lining up.
7. All personnel should avoid any skin-to-skin contacts like handshakes, hugs, general skin-to-skin contact, or any physical contact like touching while exchanging supplies or equipment.
8. All personnel should follow hygiene etiquette while coughing or sneezing i.e., cover your face with the bend elbow or use disposable tissue. Dispose used tissue in the allocated closed bins.
9. Entry and exit doors to the venue are limited.
10. The venue will be disinfected at regular intervals throughout the event.
11. Graduands and accompanying person should undergo thermal screening at regular intervals, allocated hostels/residential space.

Instructions to be followed by the Graduands Inside the Convocation Hall

On this solemn occasion, all the students present in the auditorium are expected to follow these instructions carefully.

- All the members in the auditorium are requested to wear a properly fitted mask covering your nose, mouth and chin. Clean your hands frequently with alcohol-based hand rub
- Cover your mouth and nose with a bent elbow or tissue when you cough or sneeze.
- Please be seated in your respective seats allotted and you are further requested to switch off your mobile phones.
- All the graduands are not allowed to take any personal pictures and also requested to take off the mask while taking a picture on the dais.
- All the members in the auditorium are requested to stand when the academic procession enters the auditorium and should continue to stand till the chief guest and Senators take their seats on the dais.
- Until the singing of National Anthem song is over the audience is expected to stand.



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- The graduands are requested to maintain decency and decorum to respect their alma mater.
- The graduands are requested to avoid talking to one another and moving around the auditorium, during the course of the proceedings.
- The graduands are requested to observe the proceedings, very attentively and alertly.
- Graduations are also to note that after the announcement of their names to receive the degree he, or she is requested to get onto the dais and bow three times.
- The first time they need to bow to the revered Senators, Seated on the dais who represent the teaching community of NIT Andhra Pradesh. And walk down a bit further and bow, for the second time to the chief guest, then they should walk on and bow to the director in the circle marked with White chalk for the third time and walk down a bit further and receive the degree from the director and posing for the photograph at the same time
- After receiving the degrees, the candidates should return to their respective seats.
- The candidates are further to note that after the distribution of degrees to each branch of students, the director admits them to the degree and charges them to be worthy of the same. During this time the students of that category should stand in attention position.
- If any graduands name has not been called out such graduands could approach the associate Dean academics and collect their degrees at the end of the program without disrupting the ongoing proceedings.
- Towards the end of the program after receiving all the degrees of all disciplines. The graduands should take an oath by repeating the pledge, read out by the institute topper. The graduands should stretch their arms, straight in front of them and repeat after the pledge, read out by the institute topper.
- The closing of the convocation is marked by the recital of the national anthem all the members and graduands of the audience are requested to stand while the national anthem is recited further.
- Graduands and members of the audience are requested to keep standing and not to move or leave their seats until the academic position leaves the auditorium completely.



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Convocation Help desk is as follows with mobile number

S. No	<u>Committee Name:</u>	<u>Contact persons</u>	<u>Phone Number</u>
1.	Registration for UG (offline) & Distribution of Robes	Dr. Tapas Paramanik, AD (ADM & SCH) Dr. Vinoth Kumar R, HoD (ChE) Dr. Sri Phani Krishna Karri, AD (W,N & T) Dr. Yuvaraj S, (ECE) Dr. Santhosh Kumar Gugulothu, (ME) Dr. Raffi Mohammed, (MME)	9064966172 9442044040 9490863735 8090673100 9666555871 9912164066
2.	Reception, Hospitality and Accommodation of students	Dr. J Krishnamurthy, Chief Warden Dr. T Ramesh, AD (Electrical & GH) Dr. Surendra H M, Dy. Registrar (Hostels) Dr. Raghunandan Ummethala, AD (SA) Dr. Shaik Mahabu Subhani, (CE) Dr. Amarendar Reddy M, (SoS)	7975624892 9034003377 6366638618 8897793225 6303143227 7893702344
3.	Signasus(Direction boards & parking)	Dr. Kiran Teeparthi, AD (Alumni Affairs) Dr. T Jagan Mohan Rao, HoD (BT)	9533938371 9059867916
4.	Auditorium Seating Arrangements, Marshals (Keeping students in queue to receive certificates)	Dr. Rajeswara Reddy E, (BT) Dr. Giridhar Rajesh Bande, AD (Civil) Dr. Subba Rao Pichuka, (CE) Dr. Narasimha Rao Banavathu, (ECE) Dr. Santhosh Kumar Gugulothu, (ME) Mr. V. Srinivas (SAS Assistant)	9490905151 9490935916 9398471422 7989935826 9666555871 9010707456
5.	Transportation	Dr. Sudarshan Dhua, AD (Admin., M&A) Dr. Raffi Mohammed, (MME) Dr. Sharad Dwivedi, (SoS)	9475336781 9912164066 8076079681
6.	Convocation Dinner/ Lunch/ Refreshments	Dr. J Krishnamurthy, Chief Warden Dr. T Ramesh, AD (Electrical & GH) Dr. Surendra H M, Dy. Registrar (Hostels) Dr. Raghunandan Ummethala, AD (SA)	7975624892 9034003377 6366638618 8897793225
7.	Medical	Dr. Sudarshan Dhua, AD (M&L) Dr. Dharma Teja, Medical Officer	947533678 9666144305
8.	Security and Discipline	Dr. Dharma Teja, I/c AR (Security) Dr. Rajeswara Reddy E, (BT)	9666144305 9490905151
9.	Miscellaneous	Dr. Nagesh Bhattu, AD(A&E-UG) Dr. Ramudu M, AD(A&E-PG) Dr. Tapas Paramanik, AD (Adm &Sch)	9441955120 9949142717 9064966172

Sd/-

DIRECTOR
NIT Andhra Pradesh