



SEVENTH CONVOCATION – 2025

Instructions to be followed by Graduands passed out in AY 2024-25

I. **Online Registration:**

All graduands must register on/before 23.07.2025 in the google form <https://forms.gle/M4UmRbNsEwzhB7u37> circulated providing the requisite details like mode of receiving degree, Name, Photograph etc. It is mandatory that all graduands shall verify and declare the credentials in accurate as the same will be appearing on the printed degree certificates. Without completing the registration process no degree of a graduand will be printed and/or issued.

II. **Mode of receiving degrees:**

Those graduands who register in online can be receive degrees in following modes:

1. The degrees may be conferred during the convocation if the graduand opt for physical presence for convocation.
2. The degrees may be sent through post if the graduand opt for receiving the degree in absentia to convocation.
3. The degrees may be received by the student from the academic section, if the graduand opt for receiving the degree in absentia to convocation.

The above case (b) & (c), is permitted only after three working days from the day of respective convocation held.

The graduands opted for (a) above must attend the convocation held at the institute on 09th August 2025 to receive their degree during the convocation ceremony. In such case, the graduands should comply to following instructions.

III. **Instruction to graduand opted to receive their degrees in 7th Convocation:**

1. Graduands must carry the institute ID card or any ID card provided by GoI to initiate physical registration process. The following activities will be performed at physical registration desk.
 - a. **Registration for convocation**
 - i. All graduands opted to receive their degree during convocation must reach institute at registration desk on 08th August 2025 by 02:00PM to complete physical registration for attending convocation ceremony. Please note that no student will be allowed to enter convocation hall to receive degree without this physical registration.
 - ii. So, upon the arrival, the graduands must reach registration desk for completing physical registration process arranged at SVBP Administrative Vista at Room No. 010 on/before 08th August 2025 by 02:00PM.
 - iii. During this physical registration, a convocation kit will be provided along with a stole.
 - iv. The student who did not submitted no dues to Academic Section earlier, will not be allowed for this registration.



b. Issue of CMM, Transfer Certificate and/or Migration Certificate

Certificates such as Consolidated Marks Memo (CMM), Transfer Certificate (TC) and/or Migration Certificate, etc. will be issued to the graduands at registration desk (after physical registration) by concerned officials of Academic Section. If, they could not be issued on 08.08.2025 due to any reason, they shall be issued on 09.08.2025 from 02:00PM to 05:00PM.

c. Concurrence for contribution of security deposit for alumni fund

The graduands, if they wish, may submit the consent form for surrendering part of security deposit (25% or 50% or 100% of security deposit) to the institute alumni association. Such fund will be utilized to conduct alumni meets and other welfare activities for students under the mentorship of Dean, SCAIR. Wherein the alumni association will be constituted by Dean, SACIR and all such activities will be taken up as recommended time to time.

2. Rehearsal

- a. Convocation ceremony is a protocol programme in which certain Structure, Conduct, Seating, Discipline, movement in hall etc. must be followed by all dignitaries and graduands. So, to ensure the proper protocol practice during convocation ceremony a rehearsal is arranged on 08th August at 04:00PM.
- b. All the graduands who completed the physical registration and willing to receive the degrees on the Dias during the convocation ceremony must attend for this rehearsal. This is **mandatory** to all degree recipients at the time of convocation ceremony. The graduands must provide their attendance to respective coordinators in the hall during this rehearsal. Those graduand names who attend the rehearsal will only be spelled at the time of convocation to receive their degree.
- c. So, rehearsal is **mandatory** event to attend by the graduands.

3. Dress Code

- a. **For male graduands:** The complete dressing must be white in color only. Over which the degree recipient shall wear the stole provided at the time of physical registration. The dress shall be preferably Kurta if not shirt with formal shoe or sandals.
- b. **For Female graduands:** The complete dressing must be white in color only. Over which the degree recipient shall wear the stole provided at the time of physical registration. The costume shall be preferably saree if not Shalwar Kameez with formal shoe or sandals.
- c. Any graduand not adhering to the dress code stipulated above will not be allowed to enter convocation hall and will not be allowed to receive degree on Dias.

4. Arrangements for Differently abled Graduands

- a. The Institute has a responsibility to ensure that differently abled graduands can participate in the Convocation Ceremony with ease.
- b. In order to ensure appropriate arrangements to be made, it is essential that students request the registration desk for any special requirements well in advance.
- c. Accordingly, the convocation committee shall take appropriate steps as essential.



5. Provision for accompanying person in convocation hall

- a. Each graduand is allowed to have maximum of two accompanying persons (parents/family members) under each physical registration. **The grandaunt must inform the name and details of the accompanying person at physical registration desk on the day of reporting.**
- b. Accordingly, the coupons for hospitality services will be arranged for them along with graduands. Whereas allowing the accompanying persons along with grandaunt in to convocation hall (Ravindra Kala Bharathi, NIT Andhra Pradesh) will depend on the number of vacant seats available at that point of time.
- c. If limited vacant seats are available in convocation hall the accompanying persons will be allowed on first cum first serve basis. Other accompanying persons will be provided a separate live telecast arrangement which shall be made in Room No. 222, SRK Academic Complex.

6. Entry, Presence, movement & exit in convocation hall

- a. The graduands will be allowed from 09:00AM to enter the convocation Hall. The accompanying persons (up to maximum strength that can be accommodated) will be allowed from 09:00AM till the allotted capacity seats are filled.
- b. The doors of convocation hall will be closed by 10:00AM. After 10:00AM the doors will not be opened under any reasons (other than emergency) as per the protocol.
- c. The graduands shall sit in the enmarked seat (as per the Roll Number & Department) as soon as he/she enters the convocation hall.
- d. The accompanying persons (up to maximum strength that can be accommodated) shall occupy only the seats reserved for them.
- e. The graduands and any member in the convocation hall will not be allowed to leave the convocation hall until the academic possession leaves the hall.

7. Transit and commute facility for graduands:

- a. The Institute provides a bus facility to the graduands attending for 7th Convocation. The bus facility will be available between main locations (from Railway Station, Bus Complex & other major junctions/stops) of Tadepalligudem and NIT campus from 8th Aug 06:00AM to 9th Aug 06:00PM.
- b. The details of pickup/drop point and timings will be intimated by respective coordinator before 01.08.2025 in the website.

8. Discipline inside the convocation hall:

- a. The graduands are requested to switch off your mobile phones during the programme.
- b. Graduands are not allowed to take any personal pictures. Institute will provide convocation photo (which is taken at the time of receiving degree) to all the graduands.
- c. All the members in the convocation hall 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 followed by National Anthem.



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 216A, Kadakatla, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

- d. The graduands are requested to maintain decorum to respect their alma matter. The graduands are requested to avoid talking to one another and moving around the auditorium, during the course of the proceedings.
- f. The respective coordinators will inform the graduands regarding the movement to receive the degree and the graduands must follow the instructions given by them.
- e. After receiving the degrees, the candidates should return to their respective seats only following the movement informed by the coordinators.
- f. 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.
- g. If any graduands name has not been called out such graduands may approach Dr. Krishna Chaitanya, Associate Dean, Academics Affairs (dealing U.G Examinations) and collect their degrees at the end of the program without disrupting the ongoing proceedings.
- h. 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.
- i. 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.

9. Lodging and Boarding facility

- a. Free Accommodation will be provided to all the graduands in the hostels as suitable and on the basis of availability of the rooms in hostels.
- b. The graduands at the time of arrival to institute may directly reach to the following locations and consult staff (care taker) on duty:

Male: Vamsadhara Hall of Residency

Female: Krishnaveni Hall of Residency

The graduands and accompanying persons with different genders will be accommodated in respective girls and boys hostels.

- c. **No advance booking is allowed under any circumstances even on payment basis. Hence, the graduands are requested not to send any requests for accommodation. There are approximately 500seats in boy's hostels and 300 seats in girl's hostels to provide accommodation to graduands and accompanying persons.**
- d. For the persons accompanying the graduands, accommodation will be provided in the hostel contingent upon availability on a first-come-first-served basis on payment basis.
- e. Graduands and the accompanying persons will be provided with convocation lunch on 09.08.2025.
- f. The free accommodation to graduands is allowed from 08.08.2025 06:00AM and lasts by 10.08.2025 09:00AM.
- g. All other meals can be availed from mess / canteen on a chargeable basis.



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10. Help Desk

The graduands attending for convocation may contact the following for any such relevant information. This desk operates from 06.08.2025 to 09.08.2025 during working hours (09:30AM to 05:30PM)

S. No	Committee	Contact Officials	Contact
1.	Accommodation in hostels	Mr. Srikanth Reddy Mr. Srinivas Mr. K. Dinesh	9912183183 9949906248 6281785872
2.	Physical registration Desk	Dr. Regulus Dominic K Shallam, DCVE	9774366438
3.	Seating arrangement at venue	Dr. Ramudu M., DSOS	9490905151
4.	Transportation and Logistics	Dr. Kuldeep Roy, DCHE	9954246995

11. In addition to above, any further or detailed information related to 7th convocation will be updated time to time. The graduands are requested to check the information from institute web-site regularly.

(Jayaram)

Dean, Academic Affairs