



EIGHTH CONVOCATION – 2026

Instructions to be followed by Graduands passed out in AY 2025-26

I. Online Registration:

All graduands must register on/before 14.07.2026 in the google form <https://forms.gle/kpq5DCgcWkjHvGAp7> 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 online 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 (subject to submission of no dues to Academic Section earlier) will not be allowed for this registration:

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 (2) & (3), is permitted only after three working days from the day of respective convocation held.

The graduands opted for (1) above must appear physically at institute on 03rd August 2026 by 02:00PM for physical registration/rehearsal and attend the convocation held at the institute on 04th August 2026 from 02:00PM to receive their degree during the convocation ceremony. In such case, the graduands should comply to all the following instructions.

III. Instruction to graduand opted to receive their degrees in 8th Convocation:

1. Graduands must carry the institute ID card or any ID card provided by Government of India 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 03rd August 2026 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. The student who did not submitted no dues to Academic Section earlier, are not eligible and allowed for convocation registration.
 - iii. Upon the arrival, the graduands must reach registration desk for completing physical registration process arranged at SVBP Administrative Vista on/before 03rd August 2026 by 02:00PM.



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West Godavari District, Andhra Pradesh, India

- iv. During this physical registration, a convocation kit will be provided along with a stole.
- v. **Whereas the pass to enter convocation hall will be issued at the rehearsal venue which is scheduled on 03rd August 2026 at 04:00PM.**
- b. Issue of CMM, Transfer Certificate and/or Migration Certificate**
Certificates such as the Consolidated Marks Memo (CMM), Transfer Certificate (TC), Migration Certificate, etc., will be issued to the graduands at the registration desk (after completion of physical registration) by the concerned officials of the Academic Section. In case the issuance of certificates could not be completed on 03.08.2026 due to time overrun or any unforeseen administrative reasons, the same will be continued to issue on 04.08.2026 between 09:00 AM and 12:00 PM.
- c. Alumni registration and concurrence for contribution of security deposit for alumni fund**
It is mandatory that every graduand must register as an institute alumnus and obtain acknowledgement slip at the Alumni Desk before reporting to Convocation registration desk at the registration venue. However, 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 at this Alumni Desk. 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 03rd August at 04:00PM. **The passes to graduands to enter convocation hall will be issued at the rehearsal venue subject to attendance of the graduand.**
- 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 for practice as well as to obtain entry pass to convocation hall on 04th August 2026. Snacks shall be distributed near the venue after successful completion of rehearsal on that day.
- 3. Dress Code**
- a. **For Male Graduands:** The complete attire shall be white in color only. Over this, the degree recipient shall wear the stole provided at the time of physical registration. The preferred dress



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shall be a Kurta; alternatively, a formal shirt may be worn, along with formal shoes or sandals.

- b. **For Female Graduands:** The complete attire shall be white in color only. Over this, the degree recipient shall wear the stole provided at the time of physical registration. The preferred dress shall be a Saree; alternatively, a Shalwar Kameez may be worn, along with formal shoes or sandals.
- c. **General Instruction:** Any graduand not adhering to the above dress code shall not be permitted to enter the convocation hall and shall not be allowed to receive the degree on the dais.

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. **Due to limited seating capacity in the auditorium (Convocation Hall), accompanying persons (parents/family members) shall NOT be permitted inside the Convocation Hall.**
- b. However, special arrangements have been made for accompanying persons to view the convocation proceedings through live streaming on a big screen in Room No. 222, SRK Academic Complex. Graduands are required to provide the name and details of their accompanying person(s) at the physical registration desk on the day of reporting, to facilitate entry into the live streaming hall.
- c. Coupons for hospitality services, including accommodation in hostels (subject to availability) and convocation lunch/dinner, will be issued along with the graduands.
- d. Accompanying persons will be allowed entry into the live streaming hall only up to the maximum seating capacity available. Entry will be restricted once all allotted seats are occupied.

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

- a. The graduands will be allowed from 01:30PM to enter the convocation Hall.
- b. The doors of convocation hall will be closed by 02:00PM. After 02:00PM 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 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 8th Convocation. The bus facility will be available between main locations (from Railway Station, Bus Complex & other



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major junctions/stops) of Tadepalligudem and NIT campus from 3rd Aug 06:00AM to 4th Aug 08:00PM.

- b. The details of pickup/drop point and timings will be intimated by respective transport coordinator before 24.07.2026 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.
- d. The graduands are requested to maintain decorum and uphold the dignity of their alma mater by observing silence throughout the convocation proceedings. They are advised to refrain from conversing with one another and moving around the auditorium during the course of the proceedings.
- e. 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. Keeping the graduands on priority, free accommodation may also be provided to accompanying persons in the hostels as suitable and on the basis of availability.
- c. The graduands at the time of arrival to institute may directly reach to the following locations and consult staff (care taker) on duty:



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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.

- d. No advance booking is allowed under any circumstances even on payment basis. Hence, the graduands are requested not to send any requests for accommodation. Adequate accommodation arrangements have been made in the hostels for graduands and their accompanying persons, subject to availability on a first-come-first-served basis on payment basis.
- e. It is estimated that the number of rooms available is sufficient to accommodate the expected number of graduands and their accompanying persons.
- f. **The free accommodation to graduands is allowed from 01.08.2026 06:00AM and lasts by 05.08.2026 06:00AM.**
- g. All other meals can be availed from mess / canteen on a chargeable basis. The proposed rates in the mess are Breakfast: Rs. 30/- per person and Lunch/Dinner: Rs. 60/- per person with limited quantity.

10. Help Desk

The graduands attending for convocation may contact the following for any such relevant information. **This desk operates from 01.08.2026 to 03.08.2026 during working hours (09:30AM to 05:30PM) only**

S. No	Committee	Contact Officials	Contact
1.	Accommodation in hostels	Mr. Srikanth Reddy Mr. Srinivas Ms. Madhuri Ms. B. Revathi	9912183183 9949906248 9182876998 8121403130
2.	Physical registration Desk	Dr. Regulus Dominic K Shallam, DCVE	9774366438
3.	Transportation and Logistics	Dr. Kuldeep Roy, Transport Committee	9954246995

11. In addition to above, any further or detailed information related to 8th Convocation will be updated time to time. The graduands are requested to check the information from institute web-site regularly.

(Jayaram)
Dean, Academic Affairs