



Army Institute of Management and Technology, Greater Noida

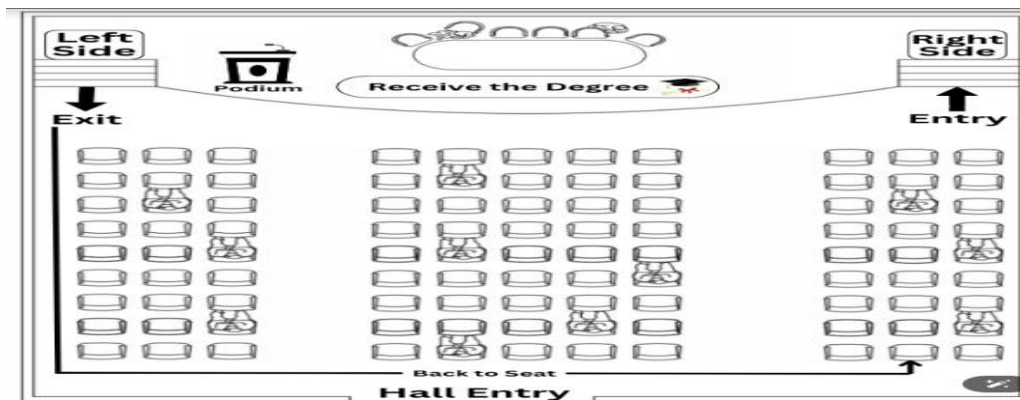
Instructions for 7th Convocation Ceremony 2024

(A) Instructions for Degree Recipients

1. Registration will begin sharply at 7:30 a.m at reception desk. kindly report in person at 7:30 am.
2. Entry to the Convocation venue is restricted only to the Qualified Graduates.
3. The graduates are expected to be inside the seminar hall by 8:30 am failing which the entry will be restricted.
4. A mandatory rehearsal will be arranged in Seminar Hall on 21st September, 2024 at 8:30 AM. Degree recipients, who fail to attend rehearsal, will not be allowed to attend the convocation.
5. Degree recipients who are unable to attend the Convocation must inform the Registrar and the Convocation Coordinator well in advance. Such Degree recipients will be awarded the degree in absentia.
6. Bring one photo ID proof (Passport, Voter I-card, Aadhaar card, Driving License, PAN card etc.) for registration at the venue and for allowing entry into the Convocation hall.
7. The awardee can bring one accompanying person (One of the parents/Spouse) along with them. The awardee must inform the name of the accompanying person and relationship with him/her and a pass will be issued by Convocation Committee to them. **Friends/any other person except for those person specified above not be entertained.**
8. Children below 18 years are not allowed.
9. No accompanying person will be allowed without prior information. E-mail (dr.pallavi@aimt.ac.in) is the preferred mode of communication.
10. All degree receiving students (in-person) need to register for the convocation. <https://tinyurl.com/2aqpw5dl>. Registration fee is Rs 500/-. Last date for registration is 5th Sep 2024.
11. The registration kit contains the following:
 - a. Programme schedule
 - b. Oath Card
 - c. Lunch Coupon and information about the venue for the official lunch after Convocation on the 21st of Sep 2024
 - d. Seat number assigned to you
 - e. Shash
 - f. Information Folder

12. We have arranged official photographers hence mobile Phones and private cameras will not be allowed for photography. The high resolution Photographs can be collected from the official photographers.
13. When the academic procession enters the Convocation Hall, all assembled will rise and remain standing until the members forming the procession have taken their seats.
14. The candidate will go to the dais when he/she is called by the MC, get the degree certificate, and leave the dais to occupy his/her seat. Further directions will be given at the time of Rehearsal with proper demonstration.

On being called for receiving the degree certificate, the awardee members and students should alight the stage and walk to the dais from one end (refer to the image below) in a dignified and orderly fashion in sequence of their names called to receive his/her certificate at the hands of the dignitaries and come back to his/allocated allotted seat from the other end of the dais in an orderly sequential fashion. They should not huddle/jostle on the stage



15. The COAS, Academic Excellence, Tata Memorial and awardees will receive the medals after all the degrees have been awarded.
16. After the award of medals, an oath will be taken by the recipients of degrees. Recipients of degrees will stand and repeat the oath word by word.
17. After the National anthem, the Academic procession will depart. When the procession leaves the Convocation Hall, all assembled will rise and remain standing until the members forming the procession have left the hall.
- 18. NOBODY WILL BE ALLOWED TO GO OUT (for drinking water etc.) OF THE CONVOCATION HALL DURING CONVOCATION PROCEEDINGS**
19. The Graduates should follow the Procedures of the Protocol Strictly.
20. Kindly occupy your seats according to the designated seating arrangement.
15. Entry to the venue after the commencement of the convocation is strictly forbidden.
21. The Graduates are expected to maintain utmost dignity during the Convocation Ceremony.
22. Convocation Ceremony requires complete decorum. No cross-talks, photography, movements, loitering inside the convocation hall are allowed during the ceremony.

23. The guests and family members of the awardees members and only in prescribed area. Seats shall be occupied by the members/students & their accompanying guests/family members ONE HOUR before the start of function.
24. The clapping of hands is the only form of acknowledgement recommended. Whistling, shouting, making noise, cheering and other forms of exclamations are prohibited.
25. The awardee members and students shall make travel and stay arrangement on their own.
26. No person shall be allowed to attend the Convocation as a representative of the member.
27. No pets are allowed.

(B) Academic Costumes

Awardee is required to come in prescribed dress as mentioned below:

1. Cream/off white kurta & pyjama for males.(Picture for reference is attached below)
2. Cream/off white saree with golden border for females or cream/off white kurta & churidar. (Picture attached below).



2. A “Shash” shall be issued to the awardee permanently at the time of registration, which they would have to wear around their neck and shoulders.
3. No awardee will be allowed to attend the Convocation ceremony in a dress other than one specified above for the Convocation.
4. All awardees are required to come in formal footwear to attend the ceremony.