

National Institute of Technology Silchar  
Academic Section

Acad-28/17

15 June 2018

**NOTICE**


It is for information of all the degree recipients that the 16<sup>th</sup> Convocation will be held on 23 June 2018 at the Institute Auditorium (Sport complex) at 09:30 hours, as notified. In this regard, please note the following points:

1. To attend the convocation, registration is a must. All the degree recipients (UG, PG, and Ph.D.), who desire to receive the degree at the Convocation, are instructed to register in person on or before 21 June 2018 till 12:00 hours with the concerned Marshal (as notified and also available in the Institute website).
2. All the degree recipients attending the convocation are invited to a pre-convocation dinner hosted by the Director on 22 June 2018, along with their parents/guardian. The dinner time shall be 19:00 – 21:30 hours at the sport complex auditorium. At the registration desk, student shall collect the coupons for pre-convocation dinner for self and for the parents/guardian attending the convocation. The coupons are to be produced at the dinner venue.
3. **Pre convocation rehearsal will be held on 22 June 2018 (10.00-12:00 hours) at the convocation venue. This rehearsal is a must to attend the convocation. You are to report for the rehearsal by 9:30 hours to the concerned Marshal at the convocation venue. Attendance shall be recorded by the concerned Marshals.**
4. Office of Dean (SW) shall arrange distribution of robes. The registered students are to collect the robes against a security deposit of Rs. 1,000 in cash after the convocation rehearsal on 22 June 2018. In case, a student does not attend the Convocation after collecting the robe, his/ her security deposit will be forfeited. Those who do not register to attend the convocation shall receive their degree certificate by post after the convocation.
5. Those who do not participate in the rehearsal, shall not be given the robe and essentially miss the convocation.
6. Students are to return the robes after the convocation till 16:00 hours on 23 June 2018 to the office of Dean (SW). Their security deposit (Rs. 1,000) will be returned in cash on returning the robes.
7. No degree recipients shall be allowed to enter the convocation venue without robe.
8. All the graduating students must occupy their seats by 8.30 hours. No student shall be allowed to enter the hall after this deadline.
9. Inside the convocation hall, photography is prohibited. No student will be allowed to carry cameras and mobiles inside the hall. Official convocation photograph of each student and a complete video of the proceedings will be made available in the Institute website.

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10. After entering the academic procession, the degree recipients are requested to maintain silence and decorum for smooth conduct of the convocation.
11. All the degree recipients are requested to strictly follow the instructions of respective Marshals.

  
(S. Baishya) 15/6/18  
Dean (Academic)

Copy forwarded for information and action, where necessary to:

1. The PA to the Director for kind information of the Director
2. Dean (SW)/ Dean (R&C)
3. Dr. Briti Sundar Sil, Chief Marshal with a request to circulate the same amongst his team members for needful. He is also requested to update the registered students to Rajib Kahar, AR (Academic) and Dr. Ganti Ramesh, Assoc. Dean (SW)
4. Dr. Ganti Ramesh, with a request to coordinate with the Chief Marshal and Hostel Manager
5. Hostel Manager
6. All Head of the Departments
7. All the Wardens
8. Hostel Notice Boards
9. The STO, with a request to arrange for uploading to the Institute website