

INSTRUCTIONS TO BE FOLLOWED FROM 7.00 AM to 1.00PM on 4th August, 2014 @HICC HiTex, HYDERABAD for Ist RGUKT CONVOCATION

7.00 To 9.30 AM: RECEPTION COUNTER @ Avadana Saraswari Petam, Madhapur for breakfast and bus facility to Venue (HICC)

- Reception counter located Avadana Saraswari Petam, Madhapur(on the way to Hitex from Shilparamam-Enter through Charminar Kaman) from **7.00 AM to 9.30 AM** on 4th August, 2014 and **collect your breakfast**. No Breakfast would be served after 9.30 AM.
- Avail **BUS facility from Charimar Kaman (Entry to Hitex) to Avadana Saraswari Petam(Reception) and then to REGISTRATION DESK @ HICC Hitex(7.15 AM to 10.00 AM).** Get down at entrance of registration counter and proceed towards respective Registration Counters (campus wise) to **collect entry pass and Robs** by showing your institute Identity card.

7.00 AM To 10.30 AM : REGISTRATION DESK @HICC, Hitex for entry passes, rob& Lunch coupon.

- The representative of the Robe Makers will be present at the **Registration Desk @HICC** on **Monday, the August 04, 2014, 7:00 AM** onwards. You are required to **collect the academic robe by depositing a refundable caution deposit of Rs.500/-** (actual rent of robe would be paid by the University). No candidate will be allowed to the Convocation Hall, who is not in proper academic robe prescribed for the Convocation. The dress code is strictly formal for this solemn occasion.
- **Lunch coupons** would also be provided at the registration desk for all students and parents.
- After collecting entry pass, lunch coupons and wearing the rob, **proceed towards convocation hall through right side entry as shown in the convocation layout**. Parents would also be allowed into the hall, but they would be permitted to sit at designated place as shown in layout.
- **Students and parents can reach REGISTRATION DESK located at HICC, HiTex on your own, but before 10.00 AM for collecting entry pass , lunch coupon and rob.**
- Parents (each) should carry proper identify card issued by the government (Aadhar card, Voter card etc) to enter into HICC and produce the same to security when they asks for it.
- **ALL STUDENTS AND PARENTS SHOULD ENTER INTO CONVOCATION HALL BY 10.45 AM. Doors of the convocation hall will be closed by 10.45 AM** and you cannot enter in to the hall after 10.45 AM NEITHER CAN YOU LEAVE THE HALL
- **STUDENTS AND PARENTS SHOULD FOLLOW THE VOLUNTEERS AND TAKE SEAT AT DESIGNATED PLACE AS SHOWN BY VOLUNEERS. Seating plan is already uploaded to website.**
- **No deviation in the seating is permitted. Please follow the instructions of the volunteers.**
- **Medal winners would be required to seat at their designated place as shown in seating plan.**
- **Parents of the students are provided seating in main convocation hall.** However the parents of late registered students may be provided seat in another room / space during the convocation for viewing the convocation proceeding by screen. They should also occupy the seat by **10.45 AM**.

11.30 AM to 1.00 PM (ends of convocation) CONVOCATION PROGRAMME

- Convocation programme would start at sharp 11.30 AM with academic procession period.
- **Students, parents, staff and invitees should stand up from their seats (maintaining silence) and remain standing till all dignitaries on the dais takes their seats.**
- All the participants (students, parents, staff and invited guests will be required to stand from their seat at various time during (a) Procession of dignitaries, (b) National Anthem (c) Invocation/prayer (d) National Anthem and (e) Dignitaries leaving the hall after convocation ends and sit back as soon as particular activities gets completed.
- **Only B Tech graduates and M.Tech should stand up** during their Graduation oath taking ceremony and sit down after oath process is done. Others (staff, invited guests) would remain seated during this time.
- Once the convocation ends and after the dignitaries and invited guests leaves the convocation hall.
- then students and parents should proceed for lunch at food counters arranged just outside of the convocation hall (within the premises only). **A detail about lunch counters is given in page (2).**
- **Silence should be maintained during entire process of convocation and remain seated.**
- Students should remain seated and they would not be permitted to leave the hall till convocation programme ends.

INSTRUCTIONS TO BE FOLLOWED AFTER CONVOCATION (1.00 PM onwards)

1.00 PM to 2.00 PM: Lunch as per following order and location of lunch counters given below.

Name of the campus	Preference in the order of	Lunch counter located at	Remarks
RGUKT Basar	Girls students & their parents (first)	• ALL COUNTERS in Hall No: 1 &2 (left hand side of convocation hall)	• Volunteer would guide you and wait for their call
RGUKT Nuzvid			
RGUKT RKV			
RGUKT Basar	Boys students & their parents	• All Counters in Hall No: 5 &6 (right hand side of convocation hall)	• Volunteer would guide you and wait for their call ie. <u>After 10 minutes</u>
RGUKT Nuzvid	Boys students & their parents	• All counters of Flexi area(in front of convocation hall)	
RGUKT RKV			
RGUKT staff& Media		Reception counter	-----

Please cooperate with the volunteers and maintain the above pattern for the lunch

- Follow proper “Q” system and maintain discipline during lunch and thereby help in smooth conduct of the programme. Lunch should be completed by 2.00PM.

2.00 PM to 4.30 PM: CERTIFICATE DISTRIBUTION

- All the students and parents should re- assemble in the convocation hall and take their designated seat for remaining part of convocation programme.
- You would be receiving the ‘Course Completion Certificate and (or) Degree certificate’ during the Convocation if you have produced “No Dues Certificates”.
- Students have to stand up from their seat (one branch at a time) after announcement and fall in “Q” system at designated place to receive the certificates in the following order(ID No wise) : Chemical Engg , Civil Engg, CSE, ECE, ME & MME. THE ABOVE ORDER (branch and ID No wise) SHOULD BE FOLLOWED WITHOUT FAIL WHILE RECEIVING DEGREES.
- SILENCE SHOULD BE MAINTAINED DURING DEGREE CERTIFICATE PRESENTATION**
- Once you receive the certificate, you may leave the convocation hall and proceed towards the **REGISTRATION DESK** (where you received the robe) to return the robe and collect the caution deposit. *Silence should be maintained while leaving the hall.*
- Students who have not paid the fees (No dues) may be permitted to attend the Convocation. However you would receive the ‘Course Completion Certificate’ and the final degree certificate would be received by you only after obtaining the ‘No Dues Certificate’ from the respective institutes.
- Bus facility** would be provided from outside Registration Desk to (i) Hafizpet MMTS station (to catch MMTS train to Secundrabad/ Nampally) (ii) Silparamam bus stop (iii) Mahatma Gandhi Bus station (MGBS) from 3.30 PM onwards
- You are **requested to cooperate with the members /volunteers of the convocation** for the smooth conduct of the entire convocation programme.

HAVE A SAFE JOURNEY TO YOUR HOME