

# SRI VENKATESWARA COLLEGE OF ENGINEERING

(Autonomous - Affiliated to Anna University)

Pennalur, Sriperumbudur Tk - 602 117

## Graduation Day - 25<sup>th</sup> January 2025 - Special Instructions

**Venue:** His Holiness Sri Jayendra Saraswathi Platinum Jubilee Complex Multipurpose Hall, SVCE

### REHEARSAL

1. Only Graduands who registered their willingness online are permitted to take part in the Rehearsal.
2. Graduands who have received their degree certificate are requested to hand over the same to Academic Section/Faculty Advisor before the Rehearsal. Graduands without degree certificate will not be permitted to take part in the Rehearsal and Graduation ceremony.
3. Registered Graduands are expected to be in the venue at 08.40 am on 25.01.2025 and collect their robes immediately.
4. Full dress rehearsal will be held between 10.30 am and 11.45 am on 25.01.2025.
5. Attending rehearsal is a must for all Graduands. Absentees in rehearsal will not be permitted to attend main function.
6. Convocation robes for the Graduands will be available near the venue from 08.40 am on 25.01.2025. Rs. 100/- (Rupees One hundred only) will be collected as rent and Rs. 500/- (Rupees Five hundred only) as refundable deposit for the same.
7. After the robes are collected, Graduands are to be seated as directed.
8. Students are requested to return the robes and collect the deposit at the end of the ceremony.

### GRADUATION DAY FUNCTION

1. Only Graduands who registered their willingness online are permitted to take part in the Graduation ceremony. Parents are **not permitted** inside the venue.
2. Graduands are to be seated in the venue by 12.45 pm on 25.01.2025.
3. Graduands are to stand up when the Academic Procession enters the hall and remain standing till the members of the procession take their seats.
4. All the Graduands are requested to remain silent throughout this solemn ceremony to keep up the decorum of the event.
5. Graduands are requested to attend the main function in formal dress.

#### **Dress Code for Graduands:**

**For Men:** Black / Dark Blue / Dark Brown Colour Trousers & Full Sleeve White / Light plain shirts with / without stripes and covered Black or Brown shoes.

**For Women:** Salwar Kameez / Saree. It is advised to avoid high heel footwear. Ensure that your hair is properly tied up.

6. Graduands are requested to stand up and take the pledge audibly when administered.
7. At the end, all are requested to stand up and remain standing till the Academic Procession leaves the Hall.
8. All are requested to switch off the mobile phone while they are inside the Hall.
9. Clapping is strictly prohibited.
10. Only official photographers and videographers will be allowed to cover the function. Graduands are requested to pay Rs. 120/- (Rupees One hundred and twenty only) at the time of registration for the Photograph.
11. Graduands are not allowed to take photographs using their own Cameras or Mobile phones.

**Principal**