

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Academic Section

**Departmental programme to distribute degree
in the 60th Convocation**

1. In order to ensure homogeneous photo of graduating students while receiving degree, every venue, earmarked for the department/s (academic unit/s) function shall be provided with a back-drop. Office of PRO is requested to co-ordinate with IDC and decorator for this purpose as per the last convocation program. The backdrop should be large enough to cover the background of the photographs that are taken when the students receive the degree certificate.
2. The concerned academic units shall arrange photographer for the degree distribution program. All students receiving the degree must be photographed. The distribution of photograph to the degree recipients shall be arranged by the respective academic unit.
3. The academic units may have a Chief Guest of stature from Academia, Industry or from Alumni of specific interest to the department, for a convocation address during the program.
4. Multiple counters of tea, coffee and biscuits will be arranged by the office of PRO at LHC (both levels) and VMCC (for VMCC + SOM + IDC + PCCA Venues) from 4:30 p.m. onwards. The participants in the degree distribution program (faculty members, students and their families) should be intimated about the refreshment and may be requested to avail the same after the end of the degree distribution program. The expenses towards the snacks will be paid from the convocation specific budget of the academic office. The Departments may add additional counters, if required.

In case department wishes to have their own caterer to serve snacks / refreshment, they may write to the PRO, latest by **31st July, 2022**.

5. Venues for degree distribution by the academic units shall be booked centrally by the academic office, with regard to their strength. The smaller academic units are combined together so that the functions for all students have a certain minimum duration.
6. All Head of academic units are requested to nominate one departmental staff to collect the degrees / medals of the recipients from the academic office on 19th August, 2022. The academic units should nominate a faculty member to be in-charge for accounting of degrees.
7. The Academic Units shall ensure that the degree recipients are wearing traditional Indian garments along-with Uttaria as prescribed for the main function.
8. The Academic units shall also make seating arrangement for parents / guests of the degree recipients in the same venue.
9. All the degree recipients will be required to be present in the specified venues by 4.00 pm. The function should start at 4:30 p.m. with a welcome address by HoD, address by Chief Guest, followed by distribution of Medals and Degree by the Heads. The sequence of degree distribution (programme-wise) should be in line with main Convocation function. However, the sequence may be modified by the academic units to suit specific needs.

p.t.o.

10. The Academic Units should arrange to take acknowledgment of receiving the degree from the recipients.
11. It is recommended that the seating arrangement of degree recipients should be made in a manner to ensure the minimum movement at the venues.
12. The academic units should nominate a Master of Ceremonies (MC) to conduct the function at the department level. The MC may be a faculty, staff or student. Students' participation from other batches may be encouraged for the function.
13. Where academic units have been clubbed due to small number of graduating students (Annex-II), the Head / Convener may mutually decide about seating arrangement, photographer etc.
14. Degrees not collected in person during the afternoon function on 20th August, 2022 need to be returned to academic section on or before 30.08.2022.
