



**INDIAN MARITIME UNIVERSITY
UTHANDI, CHENNAI-119**

**INSTRUCTIONS TO GRADUANDS WHO WOULD BE
RECEIVING DEGREES/DIPLOMAS AT THE CONVOCATION
ON 19.1.2016**

As you are aware, the Second Convocation ceremony of the Indian Maritime University, Chennai is to be held at the **Kamarajar Arangam, Teynampet**, Chennai on Tuesday, **19-1-2016**. The Hon'ble Union Minister of Road Transport, Highways and Shipping **Shri Nitin Gadkari** will be the Chief Guest.

The following instructions are issued in respect of the **Graduands**, i.e. candidates who will be attending the Convocation **in-person** to receive their UG Degrees/PG Degrees/PG Diplomas:

1. The Convocation function proper will be between 5.00 pm and 6.30 pm on 19.1.2016. But the graduands and other visitors will be expected to be properly seated inside the Convocation Hall well before 4.30 pm for security reasons. The task of completing the registration formalities of all the invitees may well take about 1 to 1.30 hours as the capacity of the convocation hall is about 1,000. **So all graduands are requested to report to the Kamarajar Arangam for registration at 2.30 pm on 19.1.2016.** Those who report late run the risk of not being allowed into the Hall for security reasons.

2. All graduands are requested to familiarise themselves (from Google Maps) with the location of the **Kamarajar Arangam, Teynampet**, Chennai (which is at Anna Salai about 15.4 kilometres from the Chennai Airport) even before they depart for the function venue.

3. **Invitation Cards** to all graduands who have indicated that they will be appearing for the Convocation **in-person** have already been despatched and should reach them latest by Monday (10.1.2016). **Bringing the Invitation Card along with a Photo ID** (issued by the University/Employer/Government) **for registration is an ABSOLUTE MUST. No graduand will be allowed to enter the Convention Centre or register himself without the Invitation Card and Photo ID.**

4. While in respect of all other invitees, only one person can gain entry per Invitation Card, in the case of graduands alone an exception has been made and the words **ADMIT TWO** have been printed on the last page of the card under "Instructions". **In other words, the graduand plus one more person (parent or sibling or spouse or close relative) will be allowed entry. The person accompanying the graduand should also bring a Photo ID or else he/she will not be allowed in.** It should be noted that a graduand can bring along only 1 other person; any extra person(s) will be summarily turned away.

5. **Graduands and persons accompanying them are instructed not to bring any hand bags, water bottles, food packets, mobile phones, tablets, cameras, or any devices to the function venue.** These are **strictly prohibited** for security reasons. The university will not be responsible if any such items are confiscated by the police and is not in a position to make any arrangements for their safe custody.

6. **At the time of registration, the graduand will be required to surrender his Invitation Card and collect a 'Graduand Badge' as well as a Black Robe and Cap.** The graduand will be required to make a refundable caution deposit of Rs.500 and hire a Black Robe and Cap for Rs.100. (Adequate supply of robes and caps will be made available by the University). Graduands will be required to wear the Black Robe and Cap and the Badge before they enter the Hall. They should surrender the robes and caps without fail after the Convocation function is over. Graduands are advised to wear light colour shirts and black colour pants under the robes. T-shirts, jeans or other casual wear should be avoided.

7. No graduand or the person accompanying him/her will be allowed to leave the Convention Centre once the registration formalities are completed. They must enter the Hall and be seated in the chairs earmarked for them. Graduands will be seated separately from the persons accompanying them.

8. The graduands must observe strict decorum before, during, and after the Convocation function. Any instances of indiscipline or misbehaviour will be viewed seriously and lead to immediate ejection from the Hall and other action as per law.

9. The graduands (along with other invitees) will be expected to stand up when the Convocation Procession enters the Hall and remain standing till the members of the procession have taken their seats.

10. After the Convocation is over, the Graduands (along with other invitees) will be expected to stand up again and remain standing till the Convocation Procession leaves the Hall.

11. While all candidates – those attending in-person as well as those who have applied in-absentia - will be *admitted* to their Degrees/Diplomas at the Convocation, owing to constraints of time, only a handful of graduands, i.e. selected gold medal winners, will receive their degree-cum-rank certificates and gold medals from the Chief Guest. **The rest of the graduands are requested to remain in the Hall even after the dignitaries and other invitees have left the Hall. Suitable arrangements will be made to hand over their degree certificates to them in the Hall itself.**

12. A copy of these instructions will also be posted on the IMU website <http://www.imu.edu.in> Graduands are requested to periodically visit the website for further instructions if any.

Controller of Examinations

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