

**INSTRUCTIONS TO GRADUANDS RECEIVING**  
**DEGREES/DIPLOMAS AT THE CONVOCATION ON**  
**16.02.2018**

As you are aware, the Third Convocation ceremony of the Indian Maritime University, Chennai is to be held at the **Kalaivanar Arangam, Triplicane, Chennai** on Friday, **16.02.2018**. The Hon'ble Union Minister State for Road Transport, Highways & Shipping and Chemical & Fertilizers **Shri. Mansukh L. Mandaviya** 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, as per form of procedure, will be between 3.00 pm and 4.30 pm on 16.02.2018. But the graduands and other visitors will be expected to be properly seated inside the Convocation Hall well before 2.15 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 Kalaivanar Arangam for registration at 10 am on 16.02.2018.** 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 **Kalaivanar Arangam, Triplicane, Chennai** even before they depart for the function venue.

3. **Graduands are requested to bring a valid Photo ID** (issued by the University/Employer/Government) **for registration and it is an ABSOLUTE MUST.**

4. For those registered graduands who opted to bring one more person (parent or sibling or spouse or close relative) are required to bring that person to the

registration counter along with them. 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. Further it is to be noted that the accompanying person will be allocated different seat among the audience.

**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 graduands will have to 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 they entered the auditorium and occupy their allocated seat. Once again it is reiterated that the graduand and the accompanying person shall occupy the allocated seat before 2.15 pm. 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. Degree certificate will be handed over to the graduands while they are seated in their allocated seat by IMU official against the collection of token.

12. For the photo session with the Vice Chancellor and the Director/Registrar/COE, the graduands along with their original degree certificates handed over to them will be required to proceed Campus wise as and when called for.

13. Please note that each Graduand will have only 5 seconds for the photo with VC/Director/Registrar/COE and the queue has to move continuously.

14. Once your turn for photo is over keep moving in the queue and exit the auditorium to collect your refreshments at the designated counter.

15. You will be required to stand up while National Song and Nation Anthem played.

16. 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.

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**Controller of Examinations**

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