

# National Institute of Fashion Technology

## Gandhinagar

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18.09.2023

### Circular

Dear Graduating Students,

NIFT Gandhinagar campus would host the Annual Convocation 2023 on October 27, 2023, starting from 10:00 AM onwards. It gives me immense pleasure to inform you that, the convocation ceremony will be conducted at NIFT Gandhinagar Campus under the esteemed presence of Hon'ble Governor of Gujarat to grace the event as Chief Guest.

Keeping in view that, Hon'ble Governor of Gujarat would be attending Convocation ceremony as Chief Guest, students should ensure that all protocols are adhered; especially

- Attending rehearsal on 26.10.2023 – 11:00 am onwards at NIFT Gandhinagar Campus.
- Reporting on convocation day latest by 09.30 am
- Maintaining highest level of discipline till convocation is declared closed and academic procession has left the venue
- Point no 15 that clapping should only be the recommended method of acknowledgement.
- No student to leave the venue till the convocation ceremony is declared closed and academic procession has left the venue.

Detailed protocols are attached herewith for strict compliance.

Students shall confirm their presence / registration in Convocation to respective CCs on or before 4:00 pm on 27.09.2023. No conformation will be entertained after this. Email ID of campus coordinators are as under:

1. [cc.fd.gandhinagar@nift.ac.in](mailto:cc.fd.gandhinagar@nift.ac.in)
2. [cc fla.gandhinagar@nift.ac.in](mailto:cc fla.gandhinagar@nift.ac.in)
3. [cc.td.gandhinagar@nift.ac.in](mailto:cc.td.gandhinagar@nift.ac.in)
4. [cc.fc.gandhinagar@nift.ac.in](mailto:cc.fc.gandhinagar@nift.ac.in)
5. [cc.bft.gandhinagar@nift.ac.in](mailto:cc.bft.gandhinagar@nift.ac.in)
6. [cc.fms.gandhinagar@nift.ac.in](mailto:cc.fms.gandhinagar@nift.ac.in)
7. [cc.mft.gandhinagar@nift.ac.in](mailto:cc.mft.gandhinagar@nift.ac.in)
8. [cc.mdes.gandhinagar@nift.ac.in](mailto:cc.mdes.gandhinagar@nift.ac.in)

This issues with the approval of the Competent Authority.

Best wishes,

## Convocation Protocols for Graduates

1. Graduates shall make travel and stay arrangement on their own.
2. Graduates will be required to bring one photo ID proof (Passport, Voter I-card, Aadhaar card, Driving License, PAN card etc.) for registration and entry into the convocation hall.
3. Each graduate shall be allowed maximum of two accompanying family members/guests at the convocation ceremony. Children below 12 years are not allowed inside the auditorium. One accompanying family member/guest will be allowed inside the convocation hall, the second member will be seated in the designated area, **where the event is live streamed**. They may access the hall after the event is over, for photo opportunities and join for the lunch afterwards.
4. No person shall be allowed to attend the Convocation as a representative of the graduate, if he/she abstains from attending the Convocation.
5. While procession entering into the Hall, the graduates and the audience shall stand and remain standing until the members of the procession have taken their seats.
6. Graduate must sit only at the allotted seat in the convocation hall. During the function graduates shall move out of their seats only when their name is called for receiving the award/degree. On being called for receiving the degree certificate, the awardee should walk to the dais from one end in a dignified and orderly fashion in sequence of their names and after receiving the certificate come back to his/her allotted seat from the other end of the dais in an orderly sequential fashion.
7. Audience will keep sitting in their seats and shall not leave the hall before the completion of the ceremony. They should move from their seats only after the academic procession departs and leaves the hall.
8. The guests and family members of the graduate, official invitees and media persons shall occupy their seats only in the prescribed area.
9. Seats shall be occupied by the graduates & their accompanying guests/family members ONE HOUR before the start of function. No entry will be entertained after that.
10. It is mandatory for all Graduates to attend the rehearsal so as to understand the convocation protocol. Procedures such as the protocol of degree receipt from the dignitaries, order in which the graduates movement shall happen around the stage, etc. will all be clarified during the rehearsal. Any miss would only alter the highly sequenced process which should happen without any announcements during the convocation and would lead to confusion with the degree stack. Hence it is requested that all enrolled graduates attend the rehearsal. Graduates not present at the rehearsal run the risk of not being admitted at the Convocation.
11. Graduates must come to the venue wearing the specified Indian attire/dress which is as under:

White/cream coloured 'kurta' and white/cream coloured 'pyjama' with black/brown shoes or sandals

OR

White/cream-coloured sarees with any colour border or white/cream coloured 'kameej' with white/cream coloured 'salwar', white/cream coloured 'dupatta' with black/brown shoes or sandals

12. A stole, shall be issued to the graduates at the time of registration, which they would have to wear around their neck and shoulders.
13. Convocation Ceremony requires complete decorum.
14. No cross talks, photography, movements, loitering inside the auditorium are allowed during the ceremony.
15. The clapping of hands is the only form of acknowledgement recommended and hence other forms of exclamations e.g. whistling, shouting, making noise, cheering are strictly prohibited.
16. The following items are prohibited during the ceremony: camera, whistles, bottled water or any bottled liquids, balloons, wrapped gifts, weapons, knife, sharp objects, food, alcohol etc.
17. The official photographer shall carry out photography and videography during the ceremony. Photographs can be ordered from the photographer afterwards.
18. The audience present in the Ceremony shall stand up at the following occasions: i) at the time when the academic procession enters the hall and till the members of the procession take their seats ii) at the time of the Invocation (Saraswati/Ganesh Vandana) and iii) at the time of national anthem.
19. Graduates are required to stand up at the time administering of the "Oath".
20. During the function mobile phones should be kept switched off.
21. Vehicles shall be parked in assigned parking area only.
22. Graduates who are unable to attend the Convocation must inform the CC / Controller of Examination well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.
23. In case a graduate does not attend this Convocation, he/she may collect his/her original certificate from the respective Campus Coordinator in person. On request of the graduate, the Degree Certificate will be sent by post after the convocation to his/her mailing address registered with the Institute.