

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, पंचकुला

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PANCHKULA

NIFT-PAN/Admin/4/2022

Date: 01.02.2024

CONVOCATION NOTIFICATION

The Convocation for the Batch 2021-23 is scheduled to be held on 13.02.2024 at 3 P.M at Ramp Room Second Floor, NIFT Panchkula Campus, Sector 23, Panchkula. Graduating students of the class 2023 are requested to note the following:

1. Student registration which is mandatory will be held on 13.02.2024 (Tuesday) at 12:30 P.M., on the day of the Convocation. The students should be present in the NIFT Panchkula Campus sharp 12:15 PM for registration process. They need to mandatorily participate and attend the 'Rehearsal' at 2 PM on 13.02.2024.
2. The students are requested to complete the procedure of "No Dues" well ahead of the registration. No registration for Convocation will be allowed without completion of this process.
3. No degree will be awarded on 13.02.2024 to the students without registration and 'Rehearsal' on 13.02.2024.
4. Students to wear off white/ ecru/ beige Indian formal clothing for the Convocation ceremony.
5. Convocation ceremonies are usually long affairs. Please try to be alert and mindful during the programme especially when the speakers are talking.
6. All graduating students should be present in the venue throughout the full ceremony as per the official programme.
7. Students are advised to use a sling bag to carry their belongings like mobile, money purse etc.
8. All graduating students should be present in the Venue before 1.45 PM the commencement of the Convocation ceremony.
9. Pending Grade sheets (If any) in Original (from Semester-I to VIII) will be handed over to the students only during their registration on 13.02.2024 after completing all required formalities.
10. A High Tea together with all Students, Faculty members and Staff is planned on 13.02.2024 in the Campus.
11. 02 Parents / Guardians per student are allowed to witness the Convocation Ceremony at NIFT Campus on 13.02.2024.
12. Students should e mail information regarding attending the convocation ceremony at cc.mdes.panchkula@nift.ac.in or acc.fms.panchkula@nift.ac.in as the case may be on or before 05.02.2024. The e mail should contain information regarding the physical presence in the convocation and details of parents/guardians accompanying them.

13. Participation in Convocation is permitted by Invitation only.
14. Student must deposit their ID Card and submit no dues certificate to their department assistant.
15. The student should provide details of their Bank Account and IFSC Code in order to facilitate the online transfer of the student security. In case cheque book is available a copy of cancelled cheque should be submitted along with the No Dues form. In case cheque book is not available the photocopy of the first page of pass book clearly displaying the Account number and IFSC Code must be attached.
16. The student can also submit the duly signed copy of No Dues form through e mail to cc.mdes.panchkula@nift.ac.in or cc.fms.panchkula@nift.ac.in as the case may be. The No dues form should contain required information of the student including Bank Account Details like Account number and IFSC Code. The scanned copy of cancelled cheque or First page of Bank Passbook as the case may be will be required to be attached. The soft copy of no dues form is attached with this communication.
17. **The student should come fully prepared and reach the venue by 12.15 PM on 13.02.2024 in order to initiate the convocation ceremony. Due to the protocol of the Chief Guest the Gates of Venue will be closed by 2 P.M. The degree recipients are hereby advised to be seated by 1.45 P.M. at the venue.**
18. Convocation Protocol is attached for compliance.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
H.O. HAUZ KHAS, NEW DELHI

CONVOCATION PROTOCOL

The Institute Convocation is an important academic event and hence it is required to follow the mandated protocols set for the event. The guidelines for organizing Convocation by the NIFT campuses are as follows:

A) For Students

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. Graduating students will be informed by their respective campuses if their family members accompany them, shall be allowed maximum of two accompanying family members/guests at the convocation ceremony. Children below 12 years are not allowed inside the auditorium.
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. During the initiation of the ceremony when the procession enters 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/allocated allotted seat from the other end of the dais in an orderly sequential fashion, or as directed by the campus authority during the rehearsals.
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 Chief Guest and Guest of Honour depart 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 and their accompanying guests/family members ONE HOUR before the start of function.

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 graduate's 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/ecru-coloured 'kurta' and white/cream coloured 'pyjama' with black/brown shoes or sandals

OR

White/cream/ecru-coloured sarees with any colour border or white/cream/ecru coloured 'kameej' with white/cream/ecru coloured 'salwar', chudidar/pajamas white/cream coloured 'dupatta' with black/brown shoes or sandals
12. An 'angvastra' 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/ amphitheater 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 audience present in the Ceremony shall stand up at the following occasions:
 - i) When the academic procession enters the hall and till the members of the procession take their seats
 - ii) Invocation (Saraswati/Ganesh Vandana) and
 - iii) National anthem.
18. Additionally, graduates are required to stand up at the time of administering of the "Oath".
19. **During the function mobile phones should be kept switched off.**
20. Vehicles shall be parked in assigned parking area only.
21. Graduates who are unable to attend the Convocation must inform the 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.

22. In case a graduate does not attend the 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.

23. Provision for group photo of Graduating students with dignitaries may be done.

National Institute of Fashion Technology, Panchkula

NO DUE CERTIFICATE

REFUND OF SECURITY DEPOSIT (TUTION FEES)

I. DETAILS OF THE STUDENTS

Name of the Student (In Capital Letters)	
Course	
Batch	
Roll No.	
Amount of Security Deposit Refundable	
Amount of SD Refundable (In words)	
Bank Account Number	
Name of Account Holder	
Name of Bank and Branch	
IFSC Code	

II. DETAILS OF PAYMENT MADE

Receipt No.	
Dated	
Amount	

III. DETAILS OF DUES (IF ANY)

Section(S)/Department(S)	Amount Due (If Any)	Signature of Concerned Department In-Charge
Administration Section		
Finance and Accounts		
Library & Resource Centre		
Computer Section		

IV. RECOMMENDATION BY THE DEPARTMENT

Student Has Submitted All the Necessary Documents (C.D. / D.P. etc.)	
Signature of Cc/Co.Cc	

V. I Undersigned Has Submitted the Following to The Department

1. I-Card: _____ (Mention I.D. No)

2. Has vacated the locker and handed over the keys to dealing assistant of the department: Locker No.

_____ Location: _____

Initials of DA of the department: _____

Permanent Address*:

_____ Tel No. (with Std Code):

*Note: Mention the address where the security deposit is to be forwarded.

The Amount of Rs. _____ may be refunded to the student toward refund of security deposit

Signature Of Cc: _____ Signature of Administrative Officer: _____

Signature of Accounts Officer: _____ Signature of Head Academic Department

Signature of Registrar: _____ Signature of Director: _____

Note for the Students:

1. The Student Has to Submit Their I-Card Along with This Form
2. The Student Has to Sign the Certificate. Without Signature it will be Considered as Incomplete
3. The Student Has to Submit Copy of The Receipt As Mentioned In Point II

Signature Of the Student: _____ Date: _____