



# 7<sup>th</sup> Convocation

to be held on January 03, 2024

## INSTRUCTIONS TO GRADUANDS

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(26-12-2023)

For the smooth conduct of the 7<sup>th</sup> Convocation, and maintaining the decorum and sanctity of the Convocation ceremony, all the graduands are requested to strictly follow the instructions as below:

1. **Venue:** The 7<sup>th</sup> Convocation of School of Planning and Architecture Vijayawada shall be held within the institutional premises. **The address of the venue is:**

**School of Planning and Architecture, Vijayawada**  
**(An Institution of National Importance, Ministry of Education, Govt. of India)**  
**Survey No. 4/4, ITI Road, Vijayawada – 520008, NTR District, Andhra Pradesh**

2. **Student Registration (Online):** All the Graduands who have already submitted the duly filled Convocation Registration online form within the deadline and paid the fee for the 7<sup>th</sup> Convocation of SPAV, only shall be considered to receive the degree on the dais on the day of Convocation. Those who have registered after the deadline, are cordially welcome to watch the ceremony as audience (online or offline) and can receive the degree by post, or in person, after the completion of the Convocation, from the Exam Section from 3.00 PM onwards on 03<sup>rd</sup> Jan 2024. List of graduands who have registered for 'in-person' and 'in-absentia' shall be declared on the SPAV website.
3. **Rehearsal on 02<sup>nd</sup> Jan 2024:** All "In-person attending Graduands" are required to attend the rehearsal on January 02, 2024 from 5:30 PM – 6:30 PM at the venue. The rehearsals are important as - the sequence of the event, the timings of degree receipt, the routes of walking-ascend-alighting, and various other important aspects shall be pointed out and rehearsed - to plan for the successful formal Convocation ceremony.
4. **On-site Reporting on 03<sup>rd</sup> Jan 2024:** It is mandatory for all "In-person attending Graduands" to physically report by 08.00 AM on the morning of the Convocation (January 03, 2024) and thereafter register themselves between 8.00 AM - 09.30 AM at the registration desk. The "In-person attending Graduands" are required to come along with their accompanying guests (as declared) to the registration desk wherein further instructions shall be given, including depositing of all mobile phones with SPAV officials, and collecting the convocation stoles, kit, and food coupons for self and declared guests, before entering the convocation hall. After registration, all "In-person attending Graduands" to occupy designated seats by 10AM. All others, including those who have registered late and have come to attend as audience, are to be seated at designated seats by 10.00AM latest.



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5. **Belongings:** Electronic gadgets like mobile phones, tabs cameras etc. and edible items, water bottles, etc. are not permitted into the hall. Kindly do not bring any cameras and tabs. A separate counter will be there for depositing the mobiles etc., before start of the convocation at the registration desk. Professional photography will be undertaken by the Institute and students can collect the required pictures, after the event.
6. **Dress Code:** The dress code for graduands for rehearsals and convocation shall be a formal dress in cream/ivory/white colour only. All the accompanying guests of graduands are advised to maintain a formal dress code in light shades. All "In-person attending Graduands" are required to put on the stoles as received during on-site registration over their dress and wear the same for the entire convocation period.
7. **Decorum:** During the ceremony, graduands are required to maintain the solemnity. As the academic procession enters the hall, the entire audience is expected to rise at their respective seats till the procession proceeds and settles on the dais. Graduands and parents are requested to maintain silence during the address by the dignitaries. Clapping is not allowed till it is announced to do so. All other aspects of decorum shall be instructed during the rehearsals. The graduands shall stand in a queue according to their registration numbers and collect their degrees/medals as and when their names are announced. While collecting the degree, please bow to the dignitaries on the dais, and follow other instructions as per rehearsals. After the National Anthem, the ceremony will be declared 'closed'. The audience will remain standing until the academic procession leaves the hall. The audience will leave the hall as per the instructions of the faculty-in charge. Thereafter, on announcement, clapping / rejoicing may be allowed.
8. **Food:** Lunch will be served to all the graduands and accompanying guests (as indicated in the Convocation Registration Form) after the conclusion of convocation at the venue premises. No lunch will be provided on the day of rehearsal. Graduands are to collect food coupons for self and guests, at SPAV before the start of the Convocation.
9. **Parking:** Vehicles to be parked as per the instructions of the security on your arrival. Parking is available to a few on first-come-first-serve basis.
10. **Accommodation & Travel:** School shall not be providing accommodation or travel support.
11. **Hygiene:** All graduands are required to arrange for/carry their own personal hand sanitizers and own masks.

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