



8th Convocation

October 17, 2024

INSTRUCTIONS TO GRADUANDS

FIFTH ANNOUNCEMENT

(10.10.2024)

For the smooth conduct of the 8th Convocation, and maintaining the decorum and sanctity of the Convocation ceremony, all the Graduands are requested to follow the instructions as below:

1. **Venue:** The 8th Convocation of School of Planning and Architecture Vijayawada shall be held at the newly inaugurated Auditorium 'Krishnaveni Sabhaghar' at the SPAV premises.

Address:

Krishnaveni Sabhaghar

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):** The Graduands who have already submitted the duly filled Convocation Registration online form within the deadline, and opted for 'In-Person' attendance and paid the fee for the 8th Convocation of SPAV, 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 2.30 PM onwards on 17th October 2024. List of Graduands who have registered for 'in-person' and 'in-absentia' has been already declared on the SPAV website.
3. **Rehearsal on 16th Oct 2024:** All "In-person attending Graduands" are required to attend the rehearsal on 16th Oct, 2024 from 5:30 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 17th Oct 2024:** It is mandatory for all "In-person attending Graduands" to physically report by 08.00 AM on the morning of the Convocation (17th Oct 2024) and thereafter register themselves during 8.00 AM - 09.45 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 and cameras with Registration Desk. At the registration desk, all Graduands are to collect the convocation kit, stoles to be worn during the receiving of the Degree, and food coupons for self and declared guests, before entering the convocation



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hall(s). After registration, all “In-person attending Graduands” must occupy designated seats before 10.15AM.

5. **Seating Plan for Graduands and Parents:** The main auditorium with limited capacity shall be reserved for all Graduands, members of Senate, BoG, Media, faculty and VIP guests, and for the accompanying guests of certain Graduands (based on merit, as indicated in the Convocation Seating Plan, annexed herewith). Accompanying guests of all other Graduands shall be seated in parallel air-conditioned halls in the Academic Block with live telecast of the convocation (as indicated in the Convocation Seating Plan, annexed herewith)
6. **Belongings:** Electronic gadgets like mobile phones, tabs cameras etc. and edible items, water bottles, etc. are not permitted into the Krishnaveni Sabhaghar. 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.
7. **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 duration of the Convocation.
8. **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. 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. Thereafter, only on announcement, clapping / rejoicing may be allowed.
9. **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 a common venue in the premises. No food 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.



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
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10. **Parking:** Vehicles are 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.
 11. **Accommodation & Travel:** School shall not be providing accommodation or travel support.
 12. **Hygiene:** All Graduands are required to arrange for/carry their own personal hand sanitizers and own masks.



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ANNEX I. SEATING PLAN FOR GRADUANDS and PARENTS/GUESTS OF GRADUANDS

Note:

1. Seating for all Graduands (UG, PG and PhD) is to be in Krishnaveni Sabhaghar (SPAV Auditorium)
2. Seating for Parents and Guests of Graduands is as per Tables below:

8 th Convocation Parents/Guests Seating Arrangements					
Table 1: Venue - Krishnaveni Sabhaghar / SPAV Auditorium					
PROGRAMME	Gold Medal + Best Thesis		Upto Top 5 Rank Holders in each batch		Total No. of Parents to be seated in the Auditorium
	Name of the Graduands whose Parents/Guests to be Seated	Parents / Guests	Name of the Graduands whose Parents/Guests to be Seated	Parents / Guests	
BPLAN	Ms.Priyamvada	No Guests	Ms.Achanala Shravya	2	80
	Ms.Venkata Manaswi Reddi	2	Mr.Abhishek Kumar	No Guests	
			Mr.Shaik Sarfraj	No Guests	
BARCH	S V Sai Sharan	2	E Carmmel Taricka	2	
	Saikat Ghosh	2	Abhishek Guha	2	
			Ginuga Keerthi	No Guests	
			Vemula Vismai	2	
MEPM	Krishnadas Sasidharan Nair	2	Karan . P . Revankar	2	
			Aswirth G Chandran	2	
			Agnes Mariam Xavier	2	
			Nitha Shahul MC	2	
MURP	K LAYA OSTEN	2	Taruni Joshi	No Guests	
	ARUNA J	2	B SRI SRAVYA	2	
			RAJESH.K	No Guests	
MTP	Sujoy Sarkar	1	ANIKSHA SHARMA	No Guests	
			Deepak Muralidhar Padamukhe	2	
			Guruviswas Jbv	2	
			Anusrita Kundu	2	
MSA	Pratiksha Parad	2	Sahasra Budhe Shardul Vinay	No Guests	
			Modak Shrinivas Charudatt	No Guests	
			Gandhi Sanat Dilip	No Guests	
			K B Pavan Kumar	2	
MLA	Samruddhi Chinchwadkar	2	Solanki Pooja Bhawarlal	1	
			Sakhare Shruti Yogesh	2	
			Medhavi Sharma	2	
MBEM	Ms.Rukmani MS	2	Anneysha Chattaraj	2	
	Ms.Muthu Swaathi S	2	Mr.Arjun Krishna A	2	
			Mr.Amitoje Singh Kohli	2	
MAC	Ms.Udhaya T	2	Ms.Deepika M B	2	
	Ms.Anweshia Dutta	2	Ms.Durga R	2	
			Ms.Yakshitha S	No Guests	
MUD	Mr.Satyam Upadhyaya	2	Ms.Krithika Shetty B	2	
			Ms.Fanah	2	
			Ms.Monica M	2	
			Ms.M Bhuvaneshwari	2	
PHD	Joyce Supriya.S	2	Ms.Kavya Palaniappan	2	
TOTAL		29		51	



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**Table 2: Venue for Parents All Other Graduands
(Other than indicated in Table 1)**

PROGRAMME	Venue
BPLAN	Exhibition Hall
BARCH	
MLA	
MAC	
MUD	
MEPM	
MURP	G4 Ground Floor
MTP	
MSA	1st Floor Conference Hall
MBEM	