

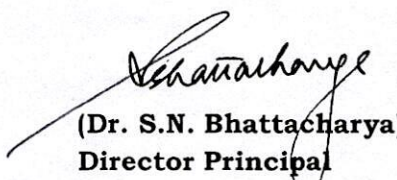
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F.No. 11(90)/2022/BSAMCH/ACAD 4927

Dated:- 16-11-22

1ST GRADUATION CEREMONY : PROTOCOL FOR AUDIENCE

- The convocation ceremony requires complete decorum. No cross talks, photography, movements, loitering inside the convocation hall are allowed during the ceremony.
- Recipients of awards/degrees and their parents should be seated by 1:15 pm.
- Whistling, shouting, making noise, cheering and other forms of exclamations are prohibited.
- The audience present in the Ceremony shall stand up at the following occasions:
 - At the time when the academic procession enters the hall and till they take their seats
 - At the time of national anthem and
 - At the time when the academic procession departs and leaves the hall.
- Kindly switch off your mobile phones or keep them on silent mode till the convocation ceremony is over.
- Keep the aisles clear.
- Do not interrupt the ongoing ceremony by leaving your seats in order to capture photographs/videos/selfies. The official photographer shall carry out photography and videography during the ceremony. You can get these from him later.
- Audience is requested not to leave the hall before the completion of the ceremony.
- Eatables & drinks/ bottled water are prohibited inside the auditorium.
- Awardee members and students must sit only at the allotted seat in the convocation hall.
- During the function awardee members and students shall move out of their seats only when their name is called for receiving the award. On being called for receiving the certificate, the awardee members and students should alight the stage and walk to the dais from one end in a dignified and orderly fashion in sequence of their names called to receive his/her certificate at the hands of the dignitaries and come back to his/allocated allotted seat from the other end of the dais in an orderly sequential fashion. They should not huddle/jostle on the stage.
- Each participant shall be allowed maximum of two accompanying family members/guests at the convocation ceremony.


(Dr. S.N. Bhattacharya)
Director Principal

Copy to:

- Students whatsapp group/ upload on website
- Guard File