

**INSTRUCTIONS TO GRADUANDS RECEIVING**  
**DEGREES/DIPLOMAS AT THE 7<sup>th</sup> CONVOCATION TO BE**  
**HELD ON 04.11.2022**

As you are aware, the Seventh Convocation ceremony of the Indian Maritime University, Chennai is held at the **Indian Maritime University, Head Quarters**, Chennai on Friday, **04.11.2022**. The Hon'ble Union Cabinet Minister, Ministry of Ports, Shipping and Waterways & Ministry of AYUSH **Shri Sarbananda Sonowal** will be the Chief Guest.

The following instructions are issued in respect of the **Graduands**, i.e. candidates who will be attending the Convocation **in-person** to receive their UG Degrees/PG Degrees/PG Diplomas:

1. The Convocation function, as per Form of Procedure, will be between 1500 hrs and 1700 hrs on 04.11.2022. But the graduands and other visitors will be expected to be seated inside the Convocation Hall well before 1400 hrs for security reasons. In order to avoid last minute rush, **all the graduands are requested to report at Indian Maritime University, Headquarters, for registration at 1000 hrs on 04.11.2022.** Those who report late run the risk of not being allowed into the Hall for security reasons. Please note that last registration will close by 1300 hrs and no requests will be entertained thereafter.

2. All graduands are requested to familiarise themselves with the location of the **Indian Maritime University , Headquarters, East Coast Road Semmencherry, ECR Chennai – 600 119** even before they depart for the convocation venue. The location can be seen at <https://goo.gl/maps/F7hdwe7ELrx> on google maps. The main gate is located on the East Coast Road near Aavin Milk Booth of Uthandi.

3. **Graduands are requested to bring a valid Photo ID** (issued by the University/Employer/Government) **for registration and it is an ABSOLUTE MUST.**

4. Those graduands who have already registered to bring one more person (parent or sibling or spouse or close relative) must bring with them to the registration counter. The person accompanying the graduand should also bring a Photo ID or else he/she will not be allowed in. It should be noted that a graduand can bring along only one additional person; any additional person(s) will be summarily turned away. Further it is to be noted that the accompanying person will be allocated different seat among the audience, EITHER IN THE SAME AUDITORIUM [OR] IN A SEPARATE AUDITORIUM which may be different place from the actual venue where convocation is taking place. In case of separate Auditorium those parents can witness the graduation ceremony only through video display arranged at respective location and NOT in-person where the students accommodated. Due to shortage of seats and security reasons those who have not registered i.e both graduands and persons accompanying them, will not be allowed inside the auditorium.

**5. Graduands and persons accompanying them are instructed not to bring any luggage, hand bags, water bottles, food packets, mobile phones, tablets, cameras, or any devices to the function venue.** These are **strictly prohibited** for security reasons. The university is not making any arrangements for their safe custody and therefore will not be responsible if any such items are confiscated by the police.

6. The Venue of registration is the "Academic building" behind the main Headquarters building. At the time of registration, the graduands will be issued with a token which needs to be exchanged for the degree certificate while sitting in the Auditorium after the completion of main event i.e., handing over of medals to the medal winners by the Chief Guest and after all the Guests leave the Auditorium. Graduands and person accompanying them will also be issued with appropriate badges, booklets, tokens etc.

**7. Further, at the time of registration, the graduands will have to collect a Black Robe and Cap from the service provider after making a refundable caution deposit of Rs.500 and at a rent of Rs.100.** (Adequate supply of robes and caps will be made available by the service provider). Graduands will be required to

wear the Black Robe and Cap and the Badge before they enter the Hall. They should surrender the robes and caps without fail after the Convocation function is over. Graduands are advised to wear light colour shirts and black colour pants under the robes. **T-shirts, jeans or other casual wear should be avoided.**

8. No graduand or the person accompanying [if permitted in same Auditorium] him/her will be allowed to leave the auditorium once they enter the auditorium and occupy their allocated seat. Once again it is reiterated that the graduand and the accompanying person shall occupy the allocated seat before 1400 hrs. They must enter the allotted Hall and be seated in the seats earmarked for them. Graduands will be seated separately from the persons accompanying them.

**9. The graduands must observe strict decorum before, during, and after the Convocation function. Any instances of indiscipline or misbehaviour will be viewed seriously and lead to immediate ejection from the Hall and other action as per law.**

10. The graduands (along with other invitees) are to stand up when the Convocation Procession enters the Hall and remain standing till the members of the procession take their seats.

11. After the Convocation is over, the Graduands (along with other invitees) will be expected to stand up again and remain standing till the Convocation Procession leaves the Hall.

12. While all candidates – those attending in-person as well as those who have applied in-absentia - will be eligible to their Degrees/Diplomas at the Convocation. However, owing to constraints of time, only gold/silver medal winners, will receive their degree-cum-rank certificates and medals from the Chief Guest. The rest of the graduands are requested to remain in the Hall even after the dignitaries and other invitees leave the Hall. Degree certificates will be handed over to the graduands while they are seated in their allocated seat by IMU official against the collection of token.

13. For the photo session with the Vice Chancellor and the Director/Registrar/COE, the graduands along with their original degree certificates handed over to them will be required to proceed Campus wise on to the stage as and when called.

14. Please note that each Graduand will have only 5 seconds for the photo with VC/Director/Registrar/COE and the queue has to move swiftly.

15. Once your turn for photo is over keep moving in the queue and exit the auditorium.

16. You will be required to stand up for National Song and Nation Anthem.

17. A copy of these instructions will also be posted on the IMU website <http://www.imu.edu.in> Graduands are requested to periodically visit the website for further instructions if any.

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**Controller of Examinations**