

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भुवनेश्वर
National Institute of Fashion Technology, Bhubaneswar
(शैक्षणिक विभाग/ Academic Affairs Department)

सं./No. 06/2024

दिनांक/Date: 10.04.2024

परिपत्र/CIRCULAR

This is to inform you that the Convocation Ceremony for the batch 2023 will be organised on 03.05.2024 (Friday) at Rail Auditorium, Chandrasekharpur, Bhubaneswar, as per details given below:

कार्यक्रम/Event	आयोजन-स्थान /Venue	दिनांक/समय/Date/Time
Reporting for Convocation (Rehearsal will be done after reporting)*	NIFT Campus	02.05.2024 (Thursday) 10:00 AM
Convocation	Rail Auditorium, Chandrasekharpur, Bhubaneswar	03.05.2024 (Friday) (Time to be communicated in due time)

*(NIFT Bus will be provided from NIFT Campus to Convocation venue for rehearsal)

The Convocation is a pious academic event and hence, it is required to strictly follow the mandated protocols for the event (applicable for all participants).

The mandated protocols are as follows:

1. 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. They have to submit the Registration Form (**Annexure-I**) at the time of reporting to their respective departments.
2. Each graduates shall be allowed **maximum of two** accompanying family members at the Convocation Ceremony. Children below 12 years are not allowed inside the auditorium.
3. No person shall be allowed to attend the Convocation as a representative of the graduate, if he/she abstains from attending the Convocation.
4. 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.
5. 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.

6. 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 academic procession departs and leaves the hall.
7. The family members of the graduate, official invitees and media persons shall occupy their seats only in the prescribed area.
8. Seats shall be occupied by the graduates & their accompanying guests/family members ONE HOUR before the start of function.
9. It is mandatory for all **Graduates to attend the rehearsal a day before i.e. on 02.05.2024 (Thursday)** so as to understand the convocation protocol. Procedures such as the protocol of degree receipt from the dignitaries, order in which the Graduates 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.
10. Graduates must come to the venue wearing the specified Indian attire/dress which is as under: White/cream colored 'kurta' and white/cream coloured 'pyjama' with black/brown shoes or sandals

OR

White/cream-colored sarees with any colour border or white/cream coloured 'kameej' with white/cream coloured 'salwar', white/cream coloured 'dupatta' with black/brown shoes or sandals.

(Note: There should not be any violation in dress code for the convocation. In case any violation entry will be prohibited.)

11. Angavastram to be issued to the graduates at the time of registration, which they would have to wear around their neck and shoulders.
12. Convocation Ceremony requires complete decorum. No cross talks, photography, selfies, movements, loitering inside the auditorium are allowed during the ceremony.
13. **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.**



14. 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.

15. The official photographer shall carry out photography and videography during the ceremony.

16. The audience present in the Ceremony shall stand up at the following occasions:

i) At the time when the academic procession enters the hall and till the members of the procession take their seats

ii) At the time of the Invocation (Saraswati/Ganesh, Vandana) and

iii) At the time of National anthem.

iv) Graduates are required to stand up at the time administering of the "Oath"

17. During the function mobile phones should be kept switched off compulsorily.

18. Vehicles shall be parked in assigned parking area only.

19. Any Pending mark sheet to be collected by the graduates on 02.05.2024 from 10:00 AM to 12:00 Noon as well as No Dues Form, Refund of Security Deposit Form etc. (if any), may be submitted to the office on the same day.


(राजेश कुमार झा / Rajesh Kumar Jha)
निदेशक/Director

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राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भुवनेश्वर

National Institute of Fashion Technology, Bhubaneswar

एन.फ.टी. संस्थान, भारत सरकार/Ministry of Textiles, Govt. of India

हेल्पलाइन नं./ Helpline Number:

- 8910833516 (AD- Academic)
- 8917629848 (AD-Admin)
- 8249292807 (PA to Director)
- 0674-2305725 (Academic Affairs Dept.)

ईमेल/Email: academics.bhubaneswar@nift.ac.in



QR Code of Location/
Convocation Venue



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Registration Form for Convocation Batch of 2023

Name of the Graduate	
Roll Number	
Department	
Mobile Number	
ID Proof Submitted (Please tick mark)	1. Passport
	2. Voter I-card
	3. Aadhaar card
	4. Driving License
	5. PAN card
	6. Any other (please specify): _____
Name of the accompanying family member (maximum of two)	1. Name: _____ Relation: _____
	2. Name: _____ Relation: _____

Signature of the Graduate

Signature of CC

