



IMPORTANT INSTRUCTIONS TO THE GRADUANDS

Graduands attending convocation are requested to plan their travel so as to be available in the convocation hall on 28th July 2023 at 9.45 a.m. because the convocation event will begin at 10.15 a.m. sharp and ends by around 5.20 p.m.

The candidates who are qualified for the award of Degree during the convocation 2023 are hereby informed to follow the instructions given below:

Prior to Convocation:

a) Clearance of institute dues, if any

- The students who have dues in the Institute fee / CSG / Hostel / Library should clear the dues before the convocation, to **be eligible to receive** the degree on the day of convocation. The students who still have the dues can clear / pay the same and send the scanned copy of the proof/ receipt to nodues@nitt.edu on or before 20.07.2023 **positively**.
- The post graduate students (M.Tech., M.Arch., M.Sc., M.C.A., M.B.A., M.A., M.S. (by Research) and Ph.D.) shall ensure that they have submitted a copy of their previous academic certificates (UG and PG) to the academic office, N.I.T. Tiruchirappalli to be eligible to receive the degree on the day of convocation. Those who have not submitted the same so far shall send scanned copy of the document(s) to pgsection@nitt.edu on or before 20.07.2023 **without fail**.
- **NOTE: Ph.D. Scholars who have joined before 2019 have to pay convocation fee of Rs.1000/- through SBI-Collect (under other fees) and upload in the google form itself.**

b) Online Registration (**mandatory for all eligible candidates**)

- i. It is essential to fill the **online registration** form and clearly indicate whether you plan to receive the **DEGREE IN-PERSON** or **DEGREE IN-ABSENTIA**.
- ii. It is essential to mention your permanent postal address in the online registration form, if you wish to receive the **DEGREE IN-ABSENTIA**.
- iii. For online registration, click the following link using Mozilla Firefox: (2015 admitted batch onwards)
<https://misreg.nitt.edu/CONVOCATION>
- iv. For online registration M.S. (by research) and Ph.D. graduands, click the following link using Mozilla Firefox:
https://docs.google.com/forms/d/e/1FAIpQLScFM-KHtcjF1nQe6hY5RfkO3k8zTpW8cPB_2jzptvthkqoBsA/viewform?usp=sf_link

Please note:

If any problem is encountered during online registration, please send a mail to: travi@nitt.edu (B.Tech., B.Arch., M.Tech., M.Arch., M.C.A., M.B.A., M.Sc., M.A., M.S. (by Research) and Ph.D. Graduands)

The last date for online registration is 25.07.2023
E-mail / hard copy registration will not be entertained.

2. On the day of the Convocation

a) On Campus Registration (Mandatory):

- All the graduands attending the convocation must compulsorily register on campus during the Convocation.
- After completing the registration on campus, the graduands will be issued a registration kit containing the official invitation, token for **convocation stole** (one per registered graduand), and food coupons (Lunch).
- Breakfast and lunch for the graduands is complimentary. The details of location (the name of mess) will be indicated at the time of ON Campus registration.

Schedule for on campus registration

Venue	Orion Building, NIT, Tiruchirappalli
Date and time	27.07.2023 ; 06.00 p.m. – 10.00 p.m (UG and PG and PhD)
	1. 28.07.2023 ; 06.00 a.m. – 07.30 a.m (UG and all (UG/PG) medal winners only. Registration closes for UG and medal winners 7.30 a.m sharp)
	2. 28.07.2023 ; 10.00 a.m. – 11.30 a.m (PG and PhD only)

Please note:

On campus registration counter closes at 7.30 a.m. sharp on 28.07.2023 for UG & medal winners and there will be no late registration. Those who have not completed 'on campus registration' neither be eligible to enter the convocation hall nor can they receive the degree on the day of the convocation.

- Entry to the CONVOCATION hall is only for the UG graduands and medal winners **in the morning session**. Further **in the afternoon session**, PG and PhD graduands are allowed to enter the CONVOCATION hall. However, in the Convocation hall, **Guests and parents are not** permitted for both sessions strictly.
- Those UG graduands who reach after 7:30 a.m. on 28.07.2023 will not be able to receive the degree certificate on the convocation day.
- **All are required to follow SOP of the institute.**

b) Dress Code for attending convocation:

The graduands are requested to wear traditional attire in **white colour** befitting the Convocation ceremony and make arrangements for the convocation dress on their own. Entry into the convocation hall is strictly for those complying with the stipulated dress code. As part of the ceremony, **convocation stole** is to be worn on top of the dress. **The convocation stole will be provided by the Institute during the On-Campus Registration.**

Graduands (Male):

- Shirt / Kurta (full sleeves with length till the knees) and Pyjama

Graduands (Female):

- Chudidhar (or salwar) and Kurta (full or 3/4th sleeves with length till the knees)
- Saree (with self-design) and blouse (with sleeves may be printed)

Footwear:

- Formal shoes or sandals only. Please do not wear casual or bathroom slippers.

c) Brief details of programme:

The convocation session(morning) will be held from 10.15 a.m. to 1.00 p.m. in the BARN Hall. All the **UG** graduating students are requested to be seated before 9.45 a.m. This morning session involves conferment of degrees, award of medals, distribution of degree certificates to the **UG** graduating students by the Director, pledge taking by the graduates followed by felicitations.

I. A. Programme Schedule (Tentative-Session 1_Morning)

Time	Event
09:45 AM	Entry of UG and medal winners to BARN Hall Closes
10:10 AM	Academic procession arrives at the Convocation Hall
10:15 AM	Invocation
10:18 AM	Declaration of opening of the Convocation by the Chairperson, Board of Governors
10:20 AM	Welcome address and Report by the Director
10:35 AM	Address by the Chairperson, Board of Governors
10:45 AM	Convocation Address by the Chief Guest
11:00 AM	Award of Degree certificates to UG graduands
12:30 PM	Award of Medals and Certificates to the Graduates
12:50 PM	Pledge by the New Graduates
12:55 PM	Declaration of closing of the Convocation by the Chairperson, Board of Governors
12:58 PM	National Anthem
01:00 PM	Academic procession leaves the Convocation Hall

The convocation session(afternoon) will be held from 03.00 p.m. to 5.20 p.m. in the BARN Hall. All the graduating students (PG and PhD) are requested to be seated before 02.45 p.m. This afternoon session involves distribution of degree certificates to the PG and Ph.D graduating students by the Director, followed by vote of thanks.

I. B. Programme Schedule (Tentative-Session II_Afternoon)

Time	Event
02:45 PM	Entry of PG and PhD graduands to BARN Hall Closes
02:55 AM	All Dignitaries arrives at the Convocation Hall
03:00 PM	Invocation
03:05 PM	Welcome address by Dean (Student Welfare)
05:05 PM	Award of Degree certificates by Director to graduands(PG and PhD)
05:15 PM	Vote of thanks by Dean(Academic)
05:20 PM	National Anthem

II. Seating in the BARN Hall

- **Having completed the ‘On campus registration’, the graduands shall go through the Registration kit which will contain tokens for stole, meal coupons and information about the day’s programme.**
- The entry gates to the **BARN Hall** open at 09.00 a.m. and close at 9.45 a.m. for the morning session and 2.00 p.m. to 2.45 p.m. for the afternoon session Please comply with the convocation dress code including the stole before entering the convocation hall.
- **In Orion several rooms are allocated for the parents/guests.**
- Adequate signage and placards will be available in key locations for graduands.
- When the academic procession enters the convocation hall, the graduands shall rise and remain standing at their respective seats, until the end of invocation song.
- **The convocation being a solemn function, everyone is requested to observe the protocol. Once seated, movement into or out of the convocation hall will be restricted until the conclusion of the convocation.**
- It is mandatory that the decorum of the solemn occasion of convocation is maintained by all until the academic procession leaves the convocation hall.
- A special arrangement (waiting hall with live streaming of the function) is **made in Orion** for the benefit of children below 12 years (not allowed inside the convocation hall) and other accompanying parents and guests.
- **Those who do not complete the on-campus registration can receive the degree certificate only after the convocation in the Academic office.**

III. Award of Medals and Certificates (Session 1):

- Department wise, the degrees shall be conferred upon the graduands by the Director, as the Head of the Department announces the eligibility list. As the name of each programme is called out by the Head of the Department, the respective graduands shall move to the dias to receive the degree from the Director
- As the names of medal winners are called out, they shall proceed, one by one, to the dais in a line.
- The procedure mentioned below must be followed while receiving the medal:
 - Walk on to the stage from the left side.
 - As you approach the center stage, please bow slightly as a mark of respect to the Chief Guest, Director, Senators and other dignitaries.
 - While receiving the Medal from the Chief Guest, look towards the camera

- to freeze your moment of glory in a clear picture.
- After receiving the medal and certificate, please walk down from the right side to return to your seat.
- Please avoid handshake while receiving the medal.
- The recipient of the President's Gold Medal shall read the pledge, and all the other graduates shall stand up and take the oath by reciting the same.
- **Graduands remain silent at all times, until the academic procession leaves the convocation hall.**
- The audience shall remain standing while the academic procession leaves the Hall.

IV. Distribution of Degrees for PG and PhD (Session 2)

- **Graduands will receive their degree certificates in person from the Director on the dais.**
- Degrees will be awarded to all the registrants (on campus registration) in the alphabetical order of department's name. Further, within a department, the sequence to be followed for various programmes is Ph.D., MS (by Research), M.Tech., M.B.A., M.C.A., M.A., M.Sc).
- As the names of degree recipients are called out, they shall proceed, one by one, to the dais in a line following the specified order (Ph.D., MS, M.Tech., M.C.A., M.A., M.Sc).
- The procedure mentioned below must be followed while receiving the degree:
 - Walk on to the stage from the left side
 - As you approach the center stage, please bow slightly as a mark of respect to the director and other dignitaries.
 - While receiving the degree from Director, look towards the camera; to freeze your moment of glory in a clear picture.
 - After receiving the degree, please walk down from the right side to return to your seat.
 - Please avoid handshake while receiving the degree.

Detailed programme schedule to be notified soon. Please check the institute web site (www.nitt.edu) for updates regarding the Convocation 2023.

Important Dates and timings

Online registration commences on	06.07.2023
Online registration will be closed on	25.07.2023 @ 11.00 p.m.
On campus registration	27.07.2023; 06.00 p.m. – 10.00 p.m. 28.07.2023 ; 06.00 a.m. – 07.30 a.m (UG and all (UG/PG) medal winners only) 28.07.2023 ; 10.00 a.m. – 11.30 a.m (PG and PhD only)
On campus registration closes	28.07.2023; 07.30 a.m. sharp for UG & medal winners 28.07.2023; 11.30 a.m. sharp for PG and PhD

Contact Details:

Dean (Academic)

National Institute of Technology Tiruchirappalli

Tamil Nadu - 620 015, India.

Telephone : +91 (431) 250 3013, 3012 (UG), 3910 (PG), 3011 (MS/Ph.D)

Fax : +91 (431) 250 0133 (O/o Director)

For only certificate related queries, please contact:

B.Tech. / B.Arch.	:	ugsection@nitt.edu
M.Tech. / M.Arch. / M.Sc. / MCA / MA / MBA	:	pgsection@nitt.edu
MS / Ph.D.		phdsection@nitt.edu
Fees		nodues@nitt.edu
Medal Winners		degree@nitt.edu

NOTE:

1. The Convocation is scheduled to be held in Barn Hall. Parents and guests are strictly **NOT** allowed inside the convocation hall.
2. The Convocation will be held in two sessions. UG graduating students shall receive the degree certificate in the morning session. PG and Ph.D graduating students shall receive the degree certificate in the afternoon.
3. Only UG graduating students and all (UG/PG) medal winners shall be allowed in the convocation hall in morning session. Only PG and Ph.D graduating students are allowed in the afternoon session.
4. Morning session starts at 10.15 am. All UG graduating students and medal winners are expected to be seated before 9.45 am. Afternoon session starts at 3 pm. All PG and Ph.D graduating students are expected to be seated before 2.45 pm.