



Graduation Ceremony Celebrating First Batch of Autonomy

Guidelines for Degree and Academic Award Recipients

1. Preamble

The Graduation Ceremony 2025 marks a historic milestone as the **first Graduation Ceremony of the Autonomous Batch** of the Institute. This ceremony reflects the academic excellence, discipline, and values upheld by the Institute.

All graduates are expected to maintain the **highest standards of decorum, dignity, and professionalism**, thereby setting a **benchmark for future ceremonies**.

2. Eligibility & Registration

- Only graduates who have:
 - Successfully completed all academic requirements in Summer 2025
 - Cleared all institutional/scholarship dues
 - Completed registration formalities shall be permitted to participate.
- Registration for the ceremony is **mandatory**, and participation without prior registration will not be permitted.
- The registration fee Rs. 750 is **non-refundable**.

3. Mandatory Dress Code

To maintain uniformity and solemnity:

For Gentlemen:

- Formal Shirt (White/Offwhite) & Trousers
- Formal shoes

For Ladies:

- Salwar Kurta in White/Offwhite

Additional:

- Academic stole (as prescribed by the Institute) shall be provided at the venue.
- Improper dress code will result in **denial of entry**

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4. Reporting Time & Entry Protocol

1. Graduates must report well in advance by 9 am sharp. The entry shall start at 8:30 am.
2. The collection of the Graduation Ceremony stole shall be from 8:30 am to 9:30 am. No stole will be issued after 9:30 am, thereby the graduates coming late shall not be allowed to attend the Graduation Ceremony.
3. Entry shall be permitted only with (Physical/Digital copies) of:
 - o Graduation Ceremony Hall Ticket
 - o Government Photo ID
4. Late entry will not be permitted under any circumstances

5. Academic Procession & Ceremony Protocol

1. All graduates to be seated latest by 9:40 am sharp at the ceremony hall.
2. All graduates must:
 - o Stand for the **Academic Procession** and remain so until dignitaries are seated.
 - o Maintain silence and decorum throughout the ceremony
3. The ceremony will follow a structured academic sequence including:
 - o Academic Procession
 - o Address by dignitaries
 - o Oath Taking
 - o Academic awards (Medals)
 - o Conferment of Degrees
 - o National Anthem
4. Graduates must remain seated until the **Academic Procession exits**.

6. Seating & Movement Discipline

1. Graduates must occupy **only their allotted seats**
2. Movement during the ceremony is strictly restricted
3. Graduates will approach the stage **only when their name is announced**
4. Follow the prescribed path while receiving the degree and exit the stage in an orderly manner.
5. After receiving the degree, graduates must go back to their designated seats.

7. Decorum & Conduct

The Graduation Ceremony is a **formal academic event**, and strict discipline is to be adhered:

1. Maintain complete silence during proceedings
2. Applause is the only acceptable form of appreciation
3. Whistling, shouting, or any disruptive behaviour is strictly prohibited
4. Unnecessary movement, loitering, or crowding is not permitted.

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8. Prohibited Items & Restrictions

The following are strictly prohibited inside the venue:

1. Mobile phones to be kept strictly on Silent Mode.
2. Personal photography
3. Eatables and beverages
4. Any hazardous or restricted items

9. Photography & Media

1. Official photographers appointed by the Institute will cover the event
2. Photographs shall be shared with the graduates within 5 working days
3. Personal photography/selfies during the ceremony are **not permitted**
4. Department wise Group photo shall be undertaken after the Academic procession leaves the ceremony hall.

10. Parents of the Academic Medal awardees

1. Entry of guests will be strictly for the Academic Medal awardees.
2. Seating for guests will be arranged separately.
3. Graduates must ensure their guests adhere to all protocols.
4. Maximum upto 2 guests will be allowed of the Academic Medal awardees.

11. Post-Ceremony Protocol

1. After the Department wise Group Photo, Graduates must vacate the venue in an orderly manner for the fellowship lunch.

12. Compliance & Discipline


1. The Institute reserves the right to:
 - o Deny entry for non-compliance
 - o Take disciplinary action for misconduct
2. All protocols are aligned with **University norms and academic traditions**, including those followed under RTM Nagpur University.

13. Final Note

This ceremony is not merely an event—it is a **defining academic milestone**. As the **First Autonomous Batch**, you carry the responsibility of setting a legacy.

Your discipline, dignity, and conduct will define the standard for generations to come.

"Celebrate with pride. Conduct with dignity. Lead with responsibility."


Fr. Dr. Paul Chandrankunnel
Director


Dr. Vijay Wadhwa
Principal


24.03.2026
Dr. Pritant Maheswary
Director QM & ID

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