Government Engineering College Thrissur
Graduation Day 2024
24th August 2024

<u>INSTRUCTIONS TO BE FOLLOWED BY ATTENDEES</u>

I.   **<u>General Instructions to Graduands:</u>**

1. Eligibility Criteria for participating the GECT Graduation Day Ceremony 2024:

   a. ***Graduand should belong to the below mentioned Year of admission/Completion***:
      i. B. Tech programme   : Year 2020-2024 Admission batch
      ii. M. Tech programme   : Year 2022-2024 Admission batch
      iii. MCA programme   : Year 2022-2024 Admission batch
      iv. B. Arch programme   : Year 2019-2024 Admission batch
      v. M. Plan programme   : Year 2022-2024 Admission batch
      vi. Ph. D Programme   : Completed the Viva voce/Open defense on or after 1st July 2023

   b. ***Academic eligibility***: Graduand should fufill all the requirements for receiving the respective degree as stipulated by the KTU regulation for the specific programme concerned, on or before 31st July 2024

2. All the "Eligible Graduands" interested to attend the "***GECT Graduation Ceremony 2024***" scheduled to be conducted on **24th, Saturday, August 2024**, should complete the following steps to ensure their participation:

   a. Submit the online Registration Form by entering all the necessary details, before the deadline

   b. Payment of Registration Fee

   c. Provide the account details for online payments

3. Any Graduand of Govt Engineering College Trichur, Thrissur, satisfying all the conditions mentioned in item (1) and (2) above ***<u>only will be Eligible to participate</u>*** in ***GECT Graduation Day Ceremony 2024***

4. Each Graduand attending the programme is permitted to bring two persons along with the Graduand.

5. A Graduand is permitted to bring additional persons for attending the programme by paying an additional fee

6. The fees to be paid for participating the "Graduation Ceremony" is as follows:

a. Registration fee of Rs. 1500/-. (This will cover the expenses for the Graduand to attend the Ceremony, along with the two accompanying persons, and the rental of the Graduation Day Dress)

b. Rs 300/- per additional persons accompanying the Graduand

c. A Caution Deposit for the "Graduation Day Dress" (Gown, Hood and Cap) of Rs. 500/-. *The caution deposit will be refunded, by PTA, on returning the "Graduation Day Dress "to the account provided by the Graduands.*

7. All Graduands must be properly and decently dressed, for attending the ceremony

8. Vehicle Parking Guidelines must be strictly followed

9. Only the "**Spot Reported Graduands**" will be permitted to enter the Main Venue (Millenium Auditorium) on the day of Graduation Ceremony. Authorisation, of any kind, will not be allowed.

10. Parents/Persons accompanying Graduands shall occupy seats provided in the "Pandal" in front of the auditorium. A separate live telecast of the Graduation ceremony hall will be arranged here.

11. All the Registered Graduands should complete "Spot Reporting", on the day of Graduation Ceremony, before the stipulated time of 9:30 am

12. The lunch and refreshments will be arranged, in the college Academic Block, for all the Registered Attendees

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II. **Specific Instructions to Graduands for the Day of Graduation Ceremony**:

1. **Spot Reporting**:

a. All registered Graduands should be physically present before the "Spot Reporting Desk" arranged nearby the Millenium Auditorium, on 24/08/2024, **before 9:30 am,** for Spot Reporting.

b. The Spot reporting will start by **7:30 am** and will be **closed at 9:30 am**. *Late Reporting will not be permitted*

c. All Graduands should collect the following from Spot reporting desk:

    i. Graduation Day Dress

    ii. Details of seating arrangement

    iii. Instructions to be followed by the Graduands during the function

    iv. Food coupons for the attendees

2. The *Group Photo Session* starts at 9.20 am and will continue till 11.00 am, as per the published schedule and will be strictly adhering to it

Venue and Slot for the Group Photo Session

EASTERN AMPHI		
1	9.20 AM - 9.35 AM	CE A
2	9.35 AM - 9.50 AM	CE B
3	9.50 AM - 10.05 AM	EEE A
4	10.05 AM - 10.20 AM	EEE B
5	10.20 AM - 10.35 AM	ME A
6	10.35 AM - 10.50 AM	ME B

WESTERN AMPHI		
1	9.20 AM - 9.35 AM	CS
2	9.35 AM - 9.50 AM	EC
3	9.50 AM - 10.05 AM	CH
4	10.05 AM - 10.20 AM	ARCH
5	10.20 AM - 10.35 AM	PE
6	10.35 AM - 10.50 AM	CIVIL M TECH

ACADEMIC BLOCK		
1	9.20 AM - 9.30 AM	MCA
2	9.30 AM - 9.40 AM	EEE M TECH
3	9.40 AM - 9.50 AM	ME M TECH
4	9.50 AM - 10.00 AM	CS M TECH
5	10.00 AM - 10.10 AM	M PLAN
6	10.10 AM - 10.20 AM	EC M TECH
7	10.20 AM - 10.30 AM	CH M TECH
8	10.30 AM - 10.40 AM	PE M TECH
9	10.40 AM - 10.50 AM	PhD

The participation of the photo session is only allowed during the specified time period.
Students must wear 'Gown and Cap' for the photo session .
No late entry will be accepeted .

3. The lunch will be arranged in the college for all the Registered Attendees, in the venue near the Academic Block, from **11.00 am till 12.30 pm**

4. All the Spot Reported Graduands should assemble at the Main Venue by **12:15 pm** in formal Graduation Day **Dress Code**. They are directed to occupy their assigned seats once they enter the hall. All are directed to strictly follow the timely instructions given by the "**Procession Committee**" in this regard.

5. Any Graduand shall not be allowed to enter/leave the Main Venue during the ceremony.

6. The "Graduation Day Ceremony 2024" will begin with an Academic Procession of the dignitaries, scheduled to start at **1.00 pm** from the entrance of the Main Venue.

7. When the academic procession is entering the Main Venue, the Graduands shall rise and remain standing until all those on the dais have taken their seats.

8. The decorum of the Graduation Day proceedings must be maintained by every Graduand, till the end of the programme.

9. Those who are **absent for Spot Reporting** or **reach late** for either "**Spot Reporting**" or **to enter the Main Venue**, after the specified time, *will not be allowed to enter the Main Venue*. In the above situation, a Graduand can collect their Certificate from their respective departments.

10. Mobile phones must be kept in silent mode for the entire duration of the programme.

11. Taking photos using mobile phones is strictly prohibited in the Main Venue.

12. Kindly maintain ABSOLUTE SILENCE inside the Main Venue.

13. The official Graduation Day Ceremony will come to an end with an "Oath taking" and "Tasselling Ceremony". All Graduands should be seated in their respective places till the programme is officially concluded.

14. The Graduands are directed to **return their Graduation Day dress** to their respective "Spot Reporting Desk", within 30 min, to ensure the timely refund of their Caution Deposit.

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