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## Guidelines for Convocation Ceremony Participation

To ensure the sanctity and smooth conduct of the Convocation Ceremony, all participants and guests are requested to kindly adhere to the following instructions:

- **Maintain Decorum:** The Convocation Ceremony is a formal event and demands complete decorum throughout its duration.
- **Discipline in the Hall:** Strictly avoid cross-talks, photography, unnecessary movement, and loitering inside the convocation hall during the event.
- **Seating Protocol:** All attendees must remain seated during the ceremony. Movement is not permitted unless specifically directed.
- **Award Distribution Etiquette:** Awardees must rise from their seats only upon announcement of their name. They should proceed to the stage in a dignified and sequential manner from one end of the dais, receive the award from the dignitaries, and exit from the other end in an orderly fashion. Crowd formation or jostling on stage is strictly prohibited.
- **VIP Protocols:** Government-mandated protocols for VIPs will be strictly followed.
- **Prohibited Items:** The following are not allowed: cameras, whistles, bottled water/liquids, balloons, wrapped gifts, weapons, knives, sharp objects, food, and alcoholic beverages.
- **Identity Verification:** Carry one valid photo ID (e.g., Passport, Aadhaar, PAN Card, Voter ID, Driving License) for registration and entry.
- **Age Restriction:** Children below 10 years of age are not permitted inside the venue.
- **Security Measures:** Security protocols prohibit carry-in items. All personal belongings, including coats, trousers, and handbags, may be subject to inspection.
- **Vehicle Parking:** All vehicles must be parked only in the designated parking areas.
- **Stole Distribution:** Each awardee will be provided a stole at the time of registration, which must be worn around the neck and shoulders throughout the ceremony.
- **Registration and Seating:** Awardees must report at the registration counter to collect their stole and seat card. They must occupy their *assigned seat* in the convocation hall.
- **Guest Seating:** Guests, family members, invitees, and media personnel must be seated in their designated areas.
- **Timely Entry:** All participants and their guests must be seated at least **one hour before** the commencement of the ceremony.
- **Standing Occasions:** The audience must stand on the following occasions:
  - When the academic procession enters and exits the hall
  - During Invocation (Saraswati/Ganesha Vandana)
  - During the Sarvajani University Anthem
  - During the National Anthem

- During the administration of the Convocation Oath
- **Mobile Usage:** Mobile phones must be **switched off** during the ceremony.
- **Appreciation Protocol:** Only clapping is permitted as a form of acknowledgement. Whistling, cheering, shouting, or any form of disturbance is prohibited.
- **Exit Protocol:** Attendees must remain seated until the academic procession has completely exited the hall. Early departure is not permitted.
- **Movement Restriction:** Do not crowd around the dais or block aisles at any time.
- **No Pets Allowed:** Animals or pets are not permitted within the venue.
- **Photography Restrictions:** Personal photography and selfies are **not allowed**. Professional photographers appointed by the Institute will capture the event. Awardees may obtain photos from them afterward.
- **Disciplinary Actions:** Violation of any protocol may lead to **disciplinary or legal action**.
- **Participation Confirmation:** Only awardees who have **confirmed participation** will be allowed to attend the ceremony.
- **No Regional Change Allowed:** Requests for a change of region or convocation venue will not be entertained.
- **Non-Attendance Policy:** Awardees who fail to confirm or attend the convocation will not be eligible to participate in future convocations. Their original certificate will be sent via post to the address registered with the Institute.
- **No Proxy Attendance:** Attendance through a representative is strictly prohibited. If a member is absent, the certificate will be sent to the registered address by post.