

Dr.V.Subhadra Devi
M.S.,
Controller of Examinations



Roc.No.SVIMS/CE/48/CC/2008

Dt.29.9.2014

NOTIFICATION

All the candidates who applied for permanent degree/Diploma/Certificates courses certificates are requested to receive the certificates at the 5th convocation function to be held on **13^h October, 2014 at 10.30 A.M at TTD's Mahathi Auditorium, near Town Club Circle, Tirupati.**

The instructions to be followed are as given under:

- 1) **To wear admission pass compulsorily, otherwise the candidates will not be permitted to enter into the auditorium.** The admission pass can be collected from 9.00 A.M onwards on 13.10.2014 at the mini auditorium of the Mahathi Auditorium.
- 2) Before entering into the auditorium, the candidates have to wear gowns which are available in the mini auditorium on payment of Rs.80/- towards rental charges and Rs.200/- towards caution deposit. The caution deposit will be refunded after handing over the gowns in the concerned counters. **Please ensure that correct denomination of Rs.280/- may please be paid at the concerned counters.**
- 3) **The candidates are requested to be present by 9.00 A.M, to wear gowns and be seated in the respective allotted seats before 10.00 A.M.** The seat allotted for each candidate is indicated in the admission pass.
- 4) All the candidates will be provided one booklet on convocation procedure at the auditorium. **The candidates are requested to kindly go through the entire booklet and act as per the instructions given in the booklet.**
- 5) On procession entering the convocation hall, all the candidates **shall rise and remain standing** until all the dignitaries take their seats on the dais and also **shall rise and remain standing** until the procession leaves the Auditorium after the convocation function.
- 6) Whenever the Dean announces to stand, the concerned candidates receiving degrees/diplomas/certificates/medals/merit certificates **shall rise and remain standing** until the process is over.
- 7) All the candidates are requested to keep their cell phones switched off during the convocation function.

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