

Instructions for members receiving the certificate of membership at Convocation

- 1) Come to the venue of Convocation wearing the specified Indian attire/dress.
- 2) Carry one of the Identity proofs, namely, Membership Card of the Institute/ Voter Id Card/ Driving License/ Aadhar Card/ PAN Card/Passport.
- 3) While entering the convocation venue you should register at the registration counter and collect the stole/uttariya.
- 4) Sit down only at the allotted seat in the convocation hall.
- 5) As soon as the dignitaries walk in procession in the Convocation Hall, you should stand up and wait till dignitaries settle down at the dais.
- 6) Members are to take the oath as under before receiving the certificate of membership:-

“I solemnly affirm on oath that having admitted as member of the Institute of Company Secretaries of India, I will conduct myself as being worthy member of the Institute and faithfully and diligently adhere to core values of the profession of Company Secretaries at all occasions and maintain its reputation”.
- 7) On being called your name for receiving membership certificate, you should walk to the dais from one end to receive your certificate at the hand of the dignitaries and come back to your allotted seat from the other end of the dais.
- 8) On conclusion of the convocation ceremony, remain standing till the dignitaries walk out of the convocation hall in procession.
