Instructions

- Convocation Ceremony requires complete decorum.
- No cross talks, photography, movements, loitering inside the convocation hall are allowed during the ceremony.
- During the function the audience will keep sitting in their seats and will not move out of their seats.
- During the function awardee members and students shall move out of their seats only when their name is called for receiving the award. On being called for receiving the certificate, the awardee members and students should alight the stage and walk to the dais from one end in a dignified and orderly fashion in sequence of their names called to receive his/her certificate at the hands of the dignitaries and come back to his/allocated allotted seat from the other end of the dais in an orderly sequential fashion. They should not huddle/jostle on the stage.
- Protocol for VIPs shall be followed in accordance with the Government guidelines.
- The following items are prohibited during the ceremony: camera, whistles, bottled water or any bottled liquids, balloons, wrapped gifts, weapons, knife, sharp objects, food, alcohol etc.
- Bring one photo ID proof (Passport, Voter I-card, Aadhaar card, Driving License, ICSI Membership I-card, PAN card etc.) for registration at the venue and for allowing entry into the convocation hall.
- Children below 12 years are not allowed.
- Security measures prohibit carry-in items.
- Coats, trousers, purses and other items are subject to inspection.
- Vehicles shall be parked in assigned parking area only.
- Awardee members and students must come to the venue wearing the specified Indian attire/dress which is as under:

  **Males** shall wear white/cream coloured 'kurta' and white/cream coloured 'pyjama' with black/brown sandals or shoes.

  **Females** shall wear white/cream coloured sarees with any colour border or white/cream coloured 'kameez' with white/cream coloured 'salwar', white/cream coloured 'dupatta' with black/brown shoes or sandals.

  There shall not be any headgear (excluding Sikhs).

  A “Stole/Uttariya”, made of Khadi, shall be issued to the members permanently at the time of registration, which they would have to wear around their neck and shoulders.

  The members should also carry their ICSI lapel pin / member’s badge for putting on the Indian attire/dress.

- While entering the convocation venue the awardee members and students must register at the registration counter, collect their allotted seat card and the stole/uttariya.
- Awardee members and students must sit only at the allotted seat in the convocation hall.
- The guests and family members of the awardee members and students /official invitees / media persons shall occupy their seats only in prescribed area.
- Seats shall be occupied by the members/students & their accompanying guests/family members ONE HOUR before the start of function.
- The audience present in the Ceremony shall stand up at the following occasions:
At the time when the academic procession enters the hall and till they take their seats, At the time of the Invocation (Saraswati/Ganesha Vandana), At the time of playing the ICSI Motto song, At the time of national anthem and at the time when the academic procession departs and leaves the hall.

- Members are also required to stand up at the time administering of the “Oath”.
- During the function mobile phones should be kept switched off.
- The clapping of hands is the only form of acknowledgement recommended.
- Whistling, shouting, making noise, cheering and other forms of exclamations are prohibited.
- Audience shall not leave the hall before the completion of the ceremony. They should move from their seats only after the academic procession departs and leaves the hall.
- No one should crowd in front of the dais and in the aisles.
- No pets are allowed.
- Personal photography and selfies are prohibited.
- The official photographer shall carry out photography and videography during the ceremony. Photographs of awardees can be ordered from these professional photographers afterwards.
- Breach of protocol may lead to legal punishment and disciplinary action.
- Members and students are allowed to participate in the Convocation subject to confirming his / her participation.
- Request for change of region is not allowed.
- In case an eligible member does not attend this Convocation or does not confirm for attending this Convocation, he/she will not be allowed to participate in any subsequent Convocations and his/her original certificate will be sent by post after the convocation to his/her mailing address registered with the Institute.
- The awardee members and students shall make travel and stay arrangement on their own.
- Each participant shall be allowed maximum of two accompanying family members/guests at the convocation ceremony.
- No person shall be allowed to attend the Convocation as a representative of the member. If a person abstains from attending the Convocation, his/her original membership certificate will be sent by post at the mailing address registered in the records of the Institute.

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