



**CIRCULAR**

Date: 09.07.2016

**Sub: 4<sup>th</sup> Graduation Day – 2K16 Invitation – Reg**

All the IV-B.Tech Students (i.e. 2012-16 batch) are invited to attend the “**Graduation Day – 2K16**” and collect the Graduation Certificates on **16-07-2016** at **10.00 AM** without fail.

**Note: All the Students are directed to note and follow the Graduation Day Protocol provided here with.**

Dear Graduate,

1. It is informed that IV -Graduation day of **Marri Laxman Reddy Institute of Technology and Management** will be held on Saturday the 16<sup>th</sup> July, 2016 at 10.00 AM at **Auditorium @ MLRITM**. At this Convocation, all the IV-B.Tech (A.Y.2012-2016) candidates who have been declared successful in university examinations will be conferred their respective degrees.
2. You are requested to be present in the Auditorium before 10:00 a.m. wearing the prescribed Academic Robes in accordance with the instructions. Candidates who are not so dressed will not be allowed into the Hall.
3. The Institute has made arrangements for supply of gowns to the candidates on hire basis @ **Rs. 100/each gown** plus refundable deposit of **Rs. 200/-** at the premises of the Convocation.
4. You are expected to remain standing when the Academic Procession enters the Auditorium and when they retire, at the time of playing of the National Anthem and during presentation of degrees to the candidates of your Department.
5. When the names of the candidates receiving Degrees are called out, they will go one after other to the dais by the steps on the right, proceed to the front of the **Chief Guest** who would be sitting or standing according to his convenience, bow to him, receive the degree, bow to him again and leave the dais by the steps on the left and return to their allotted seats.
6. At the closure of the Convocation, National Anthem will be played. All the candidates shall stand up and remain standing till the **Chief Guest, and others** descend the dais and leave the Convocation Auditorium.
7. You are not allowed to leave the seat until the Academic Procession retires from the Convocation Hall after the dissolution of the Convocation.

  
**PRINCIPAL**  
9/7/16

Copy submitted to: Secretary & Director  
Copy to: All HODs directed to inform your students

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