

Convocation Ceremony

Class of 2014

Venue:

St. Francis Institute of Technology

Mount Poincur, S. V. P. Road, Borivli (W), Mumbai - 400103

Guide lines for Graduates

A. General:

- Check final list of registered candidates for the convocation ceremony available on college website from 22nd January 2015.
- If for any reason the Graduates or their guests cannot attend the function after registration, the same information must be conveyed to **Ms. Elizabeth on phone no: 28928585** or by e-mail sfedu@sfitengg.org at the earliest. This will help us in optimizing the resources and also minimizing the wastage of food.
- The registered guests accompanying the graduate are requested to sit in their reserved seats.

B. Formal Dress: Graduates are requested to wear formal dress for the function, as indicated below

- **Gents:** Lounge Suit/ Combination with tie, black shoes and socks
- **Ladies:** Saree / Suit/ Western (Jacket/ Trousers with tie)

C. Time:

- Graduates are expected to reach the venue three hours prior to the ceremony **(by 2pm)**.
- Parents can be at the venue by 5.00 p.m.

D. Registration and refreshments:

Graduates are requested to register themselves at respective department desks (CMPN- room no. 003, EXTC- room no 004, INFT- room no 012). and collect the refreshment packets . **(The Registration closes by 3:30pm)**

- Graduates will collect their gowns and caps at respective department desks at **3.35pm**. They will be given a registration number which will decide the order of marching as well as seating arrangements.

E. Group Photo of Graduates:

- After collecting their graduation caps and gowns, the graduates are required to proceed for their group photo at 4.00pm.
- Arrangements will be made department wise for group photo of the graduates in the badminton court.

F. Order for the ceremony:

- Graduates are requested to establish order for the ceremony and should take their seats according to their registration numbers. The faculty volunteers will guide them in this regard.

G. During the ceremony:

- Graduates are required to follow the tradition and wear the ceremonial black gown at all times.

- Those who either fail/ refuse to wear the black gown or discard it at any time during the ceremony, **SHALL NOT BE ALLOWED** to participate in convocation ceremony or to go to the stage.
- They are expected to refrain from pinning anything to the gown and carrying anything (such as, pictures, flowers, food or drink) to the venue which disturbs the programme.
- Mobiles should be either switched off or kept in silent mode.
- All are expected to remain present throughout the ceremony which is expected to last approximately for three hours.

H. Dinner:

- Graduates and the two accompanying guests are invited to attend the reception (dinner) after the ceremony.
- After the ceremony, they must return their gowns and collect the dinner coupons at the respective department registration desk.
- Parents who have been registered for representing their respective ward also need to collect the dinner coupon and the certificate from **Physics Lab (room No. 011)** after the ceremony.

I. Photography:

- College will arrange a professional photographer for taking pictures during the ceremony.
- In view of the above, clicking pictures on mobile, cameras during / inside the program venue is not allowed.