

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR LEADING UP TO DEGREE AWARDING CEREMONY**

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/48

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**Objective:** To elaborate the procedure for graduation day ceremony.**Responsibility:**

- All the teaching/non-teaching staff members
- Controller of Examination
- Heads of the respective Departments
- Principal

**Procedure:**

Sl	Activities	Responsibility	Remarks
1.	Confirmation with Controller Of Examinations regarding the arrival of degree certificate.	Principal & HoDs	After Convocation of the affiliated University gets over
2.	Check with concerned teacher whether degree certificates are in line with Provisional list.	HoD and CoE	After consultation with Exam cell
3.	Selecting and finalizing members for executing different roles / responsibilities	Principal	20 days before the ceremony.
4.	Select a chief guest and date.	Principal	Any Convenient day based on availability of Chief Guest.
5.	Intimation to graduates through mail, WhatsApp, Facebook etc.	HoDs & Mentors	Once the day is confirmed, intimation should be made.
6.	Registration should be done through online form hosted in the College website, Mentors should keep a track on the number of registration.	HoDs & faculty members	In a daily basis registration made should be monitored.
7.	Invitation should be designed and sent to graduates and Dignitaries.	Principal, HoDs & all faculty members	10 days before the ceremony.
8.	Back drop banner should be designed.	Principal & HoDs	3 days before the ceremony.

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL



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9.	Process of physical registration	Registration Committee	On the day of Ceremony.
10.	Seating arrangement, Hall arrangement, Stage Arrangement.	Venue Committee	A day before the ceremony all arrangement should be made at the venue.
11.	Arrangements of Certificates	Certificate Committee	A day before the ceremony and on the day of ceremony.
12.	Agenda of the Ceremony to be decided, Pledge, Rules to be followed by Graduates inside the hall to be finalized.	Principal	10 days before the commencement of the ceremony.
13.	Invitation to Press, Press Release Circulation of the same to media house and posting on social media.	Publicity Committee	A day before the ceremony and on the day of ceremony.

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### **Sample Program Schedule**

MADANAPALLE INSTITUTE OF  
TECHNOLOGY & SCIENCE  
CONGREGATION

*for the Conferment of Degrees*

Month Day, 20XX at XX:XX AM

#### ORDER OF PROCEEDINGS

XX:XX	The Congregation will take seats.
XX:XX	The Academic Procession will enter the Hall
XX:XX	Felicitation of Guests on the Dias & Lighting Up of the Ceremonial Lamp
XX:XX	The Vice - Chancellor will declare the Congregation open.
XX:XX	Welcome Address by the Principal
XX:XX	Review of Events by the Registrar
XX:XX	The Vice-Chancellor will confer the Degrees
XX:XX	The Chief Guest will address the Congregation
XX:XX	The Vice-Chancellor will declare the Congregation closed
XX:XX	National Anthem
XX:XX	The Academic Procession, headed by the Principal and the Vice - Chancellor, will leave the Hall

*The Congregation is requested to stand during the entry & exit of the Procession*

Note: The format of program schedule is indicative only. Appropriate amendments may be incorporated

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**Sample Letter to be sent to VC JNTU Anantapur for conferring degree**

**Degree Awarding Ceremony 20XX**

Dear Sir,

Greetings from MITS!

You have been kind enough to grant us your precious time and consent for holding Degree Award ceremony for the past    years.

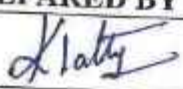


We shall be much obliged for your kind consent and presence for our proposed Degree Award Ceremony in the    week of    20XX.


Hence, we would appreciate if you could kindly grant both the permission and the date that is convenient to you to preside over the ceremony.

Kind regards

\_\_\_\_\_  
Principal  
Madanapalle Institute of Technology & Science

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### Sample Press Invitation

#### Press Invitation

Dear Sir/ Madam,

Greetings from MITS...!!!

MITS is a premier institution under which is going to organize **Degree Award Distribution Ceremony on dd/mm/yyyy** at Auditorium, MITS from onwards.

XXX students of MITS will be awarded the Degree Certificate by \_\_\_\_\_ Honorable Vice Chancellor - JNTU Anantapur.

It is a matter of great pleasure inviting you along with your media personnel to attend and cover the event as per aforementioned schedule followed by lunch.

Looking forward to your graceful presence and involvement to make the event successful.

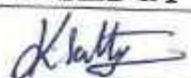
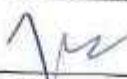
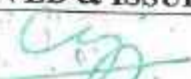
Thanking You.


Sincerely Yours,

\_\_\_\_\_  
Principal  
MITS

RSVP - Name of Publicity committee in charge with contact details

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### Invitation Letter for Delegates

To  
Name of the Delegate  
Designation & Affiliation  
Address

### Sub: Degree Awarding Ceremony 20XX

It is a matter of great pleasure to invite you to grace our Degree Awarding Ceremony on dd/mm/yy at Auditorium in our campus.

While your presence will certainly cheer our new graduates, please be seated by \_\_ am as the proceedings begin at \_\_\_\_ sharp.

Looking forward to greeting you on the day.

**Principal**

**RSVP:**

\_\_\_\_\_

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**Invitation email to be sent to Graduates**

**Sub: Invitation to Degree Award Distribution Ceremony 20XX - for Graduate 20XX**

Dear Students,

Greetings from MITS!

Hope you are excited about the celebration of your Graduation Day i.e. Degree Award Ceremony 20XX, which is going to be held on dd/mm/yy in the auditorium of MITS. It's a day which comes only once in a Lifetime for every graduate and cherished for the entire lifetime.

The Registration Link is now available at MITS website Central Top Panel.

Message Display: **\_\_ Degree Award Distribution Ceremony \_\_**

It is hereby requested to you to do online Registration Process immediately or copy paste the following link in the address bar to register <http://.aspx> and make the event a grand success !!

My best wishes for your progressive and happy career ahead.

From  
MITS

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Working Committee for executing Degree Award Ceremony

Core Committee:

Controller of Examination, MITS Asst.  
CoE, MITS.  
OIC - Exam, MITS

Committee	Assigned Responsibilities
Anchoring & Front Stage Management Committee	Anchoring the entire program preparing the program schedule Front stage management
Back Stage Management Committee:	<ol style="list-style-type: none"> <li>1. Preparing certificate (with all sorts of necessary features, signature, hologram etc.) in final form.</li> <li>2. Final arrangement of the department wise certificates of the awardees after physical registration as per the final list and hand it over to the team of Back Stage management at least 15 min. before the commencement of the programme.</li> <li>3. Guiding each of the present awardees for proper dress up before entering the hall.</li> <li>4. Certificates distribution process.</li> </ol>
Logistics-Stage Preparation and Decoration Committee:	Logistics-Stage Preparation and Decoration including sound system & Robe (For Awardee).
Invitation, Reception & Refreshment of external experts:	<ol style="list-style-type: none"> <li>1. All sorts of invitation of the delegates for the programme.</li> <li>2. Reception &amp; Refreshment of all delegates for the programme.</li> <li>3. Robe for delegates.</li> </ol>
Hall management Committee:	<ol style="list-style-type: none"> <li>1. Pasting names on chairs &amp; maintaining proper sitting arrangement.</li> <li>2. Ensuring all audience is keeping their phone in silent mode.</li> <li>3. Guiding awardees from seat to stage and then stage to seat during certificates distribution process.</li> <li>4. Maintain the overall decorum of the hall.</li> </ol>
Registration Committee:	<ol style="list-style-type: none"> <li>1. Completion of department wise online registration of the awardees willing to be present on that day and preparation the department wise list (alphabetically) at least one day before the date of ceremony.</li> <li>2. Completion of department wise physical registration of the present awardees and preparing the department wise final list alphabetically (strike through the absentees) at least half an hour before the commencement of the programme.</li> </ol>

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Publicity Committee:	Overall Publicity of the programme including website, electronic & print media.
Refreshment Committee	Arrangement & distribution of refreshment for the awardees.
Photography Committee	<ol style="list-style-type: none"><li>1. Still photography inside the hall (Ensure one photo of each awardee at the time of receipt of certificate).</li><li>2. Full video coverage of the programme inside the hall.</li><li>3. Still photography in studio which has to be arranged in Auditorium of CMS building (Ensure one photo of each awardee after completion of the programme inside the B.C. Roy Auditorium).</li></ol>
Transport Committee:	Arrangement of all sorts of transports required for the programme (including cars for delegates).

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