

THE TAMIL NADU DR.M.G.R MEDICAL UNIVERSITY, CHENNAI-32.

XXX - CONVOCATION - 2018

INSTRUCTIONS TO “MEDAL / IN PERSON” CANDIDATES

The convocation is a Solemn Occasion which ought to be conducted with the fullest sense of discipline, dignity and decorum.

1. Candidates without ADMISSION CARD will not be allowed inside the Auditorium. The Card **Will not be issued** at the Venue. No Candidates will be allowed to enter the auditorium after 08.00 A.M. Convocation will be started at 10.00 A.M.
2. Candidates have to produce any one of the following documents along with Admission Card for the purpose of Identification.
 - i) Original Mark Statements / Provisional Certificate issued by this University
(or) Council Registration Certificate.
3. Candidates attending the Convocation must be properly and decently dressed.
The male candidates shall wear formal dress like FULL SUIT OR SAFARI SUIT. The female candidates shall wear SAREE AND HAIR SHOULD BE GROOMED PROPERLY. All are required to pay due regard to formality and uniformity in their dress, in their respective academic robes. Candidates not following the prescribed Dress Codes **WILL NOT BE ADMITTED** to the **Convocation.**
4. All the Medal candidates will be allowed to receive Medal and Award Certificate “In Person” at the Convocation. The Degree of the Medalist candidate will however be awarded either “In Person” or “In Absentia” according to their original application as approved by the parent Institution.
5. The name of the candidates selected by Random Number of “In Person” Candidates to accommodate on 08/07/2018 at the venue University Centenary Auditorium, University of Madras, Chepauk, Chennai-5, the candidates list are available in the University Website.
6. The remaining “In Person” Candidates are requested to collect their Degree Certificates at the T.N. Dr. MGR Medical University premises at Guindy, on the next day 09/07/2018 at 10.00 A.M.between 4.00 P.M. without remitting the online payment for hiring the robes.

7. The candidates are hereby requested to remit below mentioned charges for Convocation robes hiring through payment gateway system for the students and others under the head of “on-line remittance system” payment gateway for students and others (click) Type as “Convocation Robe hiring charges” (Sl.No. 47) and then pay the fees through ‘online’ which is available at homepage of the University web-site. www.tnmgrmu.ac.in.

U.G. Degree	-	Rs. 1000/-
P.G. Degree / Diploma	-	Rs. 1500/-
Ph.D.,	-	Rs. 2000/-

The Convocation Robes hiring charges may be paid in cash at the venue also.

8. All the In Person Candidates are instructed to remit the hiring charge of Convocation robes through online payment before 5 P.M on 5th July 2018.
9. **All the Inperson candidates are informed to deposit Rs. 300/- in cash in addition to hiring charges at the venue as refundable deposit for receiving the robes and the same will be refunded on returning the robes after the Convocation is over.**
10. The candidates are strictly instructed to submit the copy of the remittance receipt showing the Application number start with “MG...” and payment status “Success” along with photo ID proof for receiving their Convocation robes on the occasion of the Convocation to be held on 8.07.2018 at the Centenary Auditorium, University of Madras from 6.30 A.M. onwards. The robes should be returned after completion of Convocation Function.
- If the In Person Candidates not turned up for Convocation function, the candidates has to pay the penal fee for obtaining their Degree Certificate as per the existing rules.
11. Candidates should not bring children of any age inside the Auditorium.
12. Eatables, Water Bottles, Cigarettes, Matchbox, Lighters, Handbags, Briefcases, Mobile Phones, Cameras, Smart Phones, iPods, Note Pads, Weapons and Electronic Gadgets will not be allowed inside the Auditorium.

II. INSIDE THE HALL

1. Candidates should **REMAIN STANDING** when the Chancellor and Members of the Governing Council enter the hall till they are seated.
2. Every candidate shall wear the robes for his / her degree and shall occupy the seat allotted to him/her in the Auditorium.
3. **As the names of Recipients of Medals, Degree Certificates are called, they shall one after the other, ascend the dais by the steps on the left, proceed to the front of the Chancellor, obtain the Degree and descend the dais by the steps on the right and resume to their seats.**
4. For other candidates when the particular Degrees are being presented they shall **STAND** and **REMAIN STANDING** till the Chancellor admit them to their Degree.
5. **Candidates are specially requested to REMAIN STANDING and to repeat the pledge audibly when the Chancellor reads out the pledge.**
6. After the close of the Convocation, the National Anthem will be played and all the candidates shall **STAND UP** and continue to **REMAIN STANDING** till the Chancellor and others come down from the dais and leave the Auditorium.
7. Candidates are required to maintain **STRICT SILENCE** during the entire programme.

IV - PHOTOGRAPH:

Candidates are requested to contact the University official photographer to take Photos in the Convocation venue. University will not take any responsibility for claims by any unauthorized outside Photographer.

Mr. Sampath (Mobile.No.9840386637,9444188328).

No. 69, Anna Salai, Guindy,
Chennai – 600 032.

Sd/
REGISTRAR

THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI-32

30TH CONVOCATION ON 8th JULY, 2018

KIND ATTENTION TO THE INVITEES:

- *Invitees are requested to be in their seats by 08.00 a.m.*
- *All present will stand when the academic procession enters the hall and remain standing till members of the procession have taken their seats*
- *When the Convocation is over, all will remain standing in their places till the procession leaves the hall.*
- *Invitees are requested not to bring children with them.*
- *Official Photographers will alone be allowed to take photographs during the ceremony.*

SECURITY INSTRUCTIONS:

- *Eatables, Water Bottles, Cigarettes, Matchbox, Lighters, Handbags, Briefcases, Cameras, Weapons and Electronic Gadgets will not be allowed inside.*
- *Invitation card is must for entry.*
- *Invitation Card is Non-Transferable.*

Sd/
REGISTRAR