

Instructions for members/students participating in the Convocation

- 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.
- 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.
- While entering the convocation venue the awardee members and students must register at the registration counter, collect their allotted seat card and the angvastra.
- 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 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 procession of dignitaries enters the hall and till they take their seats, At the time of the Invocation (Saraswati Vandana), at the time of playing the ICSI Motto song, at the time of national anthem and at the time when the procession of dignitaries departs and leaves the hall, at the time taking the “Oath”
- During the function mobile phones should be kept switched off.
- 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.
- 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.
- No pets are allowed in the convocation venue.
- During the programme no crowding is allowed in the central and side aisles and in the well in front of the stage / dais.
- 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.
