

## **Instructions to students for Collecting Regalia and Conduct of Rehearsal and Final Convocation**

The Regalia for the students would consist of gown, hood and cap with tassel. The same are to be collected from the vendor who will be available on campus.

### **Time and Procedure for collecting Regalia:**

- Regalia will be distributed to students from 10.30 a.m. -1.00 p.m. on 25<sup>th</sup> March, 2015 in SPA, Bhopal, Academic Block, Ground Floor.
- From 2.30 p.m. to 8.00 .m. on 25<sup>th</sup> March, regalia will be issued in LH-4, of the Lecture Hall Complex of IISER, Bhopal campus. They can be issued either before rehearsal (at 5 p.m.) or after the rehearsal.
- Students will be required to first report to the office of Asst. Registrar, Academics and collect a stamped counterfoil receipt of registration, which will have to be taken to the vendor for gown collection along with any valid photo identity card on payment of hiring charges and caution money deposit.
- At IISER, Academics Section personnel will also be in LH-4, where students would have to report first and then move to vendor, following same procedure.
- *Please note, regalia will not be issued to anyone else apart from the specific recipient in person.*
- It is the responsibility of the student to check the size of gown and issue appropriately. Any use of pins/or any temporary stitching mechanism which can be removed, to alter lengths of gowns if required, SHOULD NOT DAMAGE THE GARMENT OR PERMANENTLY ALTER IT.
- Students are not required to wear the regalia for the rehearsal, but need to collect them on 25<sup>th</sup> March itself and wear it only on the final convocation day.
- **REGALIA WILL NOT BE ISSUED TO ANYONE ON 26<sup>TH</sup> MARCH 2015.**

### **Time & Procedure of Wearing Regalia by Students on 26<sup>th</sup> March, 2015.**

**Students are required to report at 2.30 SHARP** on 26<sup>th</sup> March, inside LH-4 of the Lecture Hall complex of IISER and carry their regalia along with them. **They have to wear their regalia and be ready for procession to enter lecture hall by 3 P.M. SHARP.**

### **Time and Procedure for returning Regalia:**

The vendors will remain in LH-4 of the Lecture hall complex IISER **till 8 p.m. on 26<sup>th</sup> March 2015.** After the convocation ceremony, students are required to return their regalia and collect the caution money deposit of Rs. 1250/- from the vendor directly before leaving.