



**PROCEDURE FOR CONDUCTING
GRADUATION DAY**

3rd MAY 2024, AT 5:00 PM

Jawaharlal Nehru Technological University, Kakinada

I. Arrival of Dignitaries:

1. At 5:00 pm, the Chairman, Secretary & Correspondent of PACE Institute of Technology & Sciences, along with the Chief Guest, the Guest of Honor, Principal, Vice-Principal, Deans, Heads of Departments (HODs), and Controller of Examinations will convene in the Principal's room.
2. At 5:30 pm, the Guests will be warmly welcomed by the Controller of Examinations, Deans, HODs, Vice-Principal, Principal, Chairman and the Secretary & Correspondent of PACE Institute of Technology & Sciences.
3. The Chief Guest and the Guest of Honor will then proceed to the new boardroom for robing, while other members will wear their robes.
4. At 5:45 pm, the Chief Guest, Guest of Honor, Chairman, Secretary, Principal, Vice-Principal, Controller of Examinations, and HODs will gather for a group photo at the entrance staircase of the main building.

II. Academic Procession:

1. The academic procession, accompanied by the police band, will commence at 6:00 pm.
2. As the band begins playing, the academic procession will proceed. Candidates and guests in the graduation area will remain standing until all members of the academic procession have taken their seats on the dais.

III. Declaring the Graduation Day Open:

1. The Secretary will initiate the ceremony by announcing, "**The Graduation Day of PACE Institute of Technology & Sciences, Autonomous, is convened to confer Provisional Certificates upon deserving candidates certified by JNT University Kakinada. With great pleasure, I declare this Graduation Day open.**"
2. This will be followed by opening remarks, a prayer song, lighting the lamp, rendition of the National Anthem, and the Principal's welcome address and report.

IV. Delivery of the Graduation Day Address:

1. Graduation Day address by Secretary and Correspondent

Dr. Maddisety Sridhar

2. Graduation Day address by Chairman Dr. Maddisetty Venugopal Rao
3. Graduation Day address by Guest of Honor

Ms. Anala Padmanabha, Consultant & Director, Mckinsey

4. Graduation Day address by Chief Guest

Dr. Augustus Azariah, Director – HR, Kyndryl.

V. Administering the Oath:

1. The Principal will invite qualified candidates to stand and administer the oath. Candidates will respond affirmatively after each question.

The Principal shall say “**will the candidates who have been qualified for the award of degrees by the University kindly stand?**”

While the candidates remain standing, the Principal shall put to them the following questions to which they shall answer “I do promise” after each question.

The Principal shall put the following questions to the candidates.

Question: “**Do you solemnly and sincerely promise and declare that if admitted to the Degree for which you have been qualified, you will in your daily life and conversation conduct yourself and become worthy members of the University?**”

Candidates shall say “**I do promise**”

Question: “**Do you solemnly and sincerely promise and declare that to the utmost of your opportunity and ability you will use your powers for the promotion of true learning and in the service of your fellow men?**”

Candidates shall say “**I do promise**”

Question: “**Do you solemnly and sincerely promise that you will faithfully and diligently fulfill the duties of the profession to which you will eventually belong and that you will on all occasions, maintain its purity and reputation?**”

- Candidates shall say “**I do promise**”

Principal shall then read **“By virtue of the authority vested on me as the Principal of PACE Institute of Technology & Sciences, autonomous, I admit you to the degrees for which you have been declared qualified by the JNTU, Kakinada”**. Principal will then say to the Candidates who shall remain standing **“In the name and on behalf of the JNTU, Kakinada, I admit you to the degree of the MBA, M.Tech, B.Tech and I charge you throughout your life to prove worthy of the Degree. I also permit for distribution of Provisional Certificates”**.

Candidates shall take their seats

VI. Principal’s call to CE

Principal of PACE Institute of Technology & Sciences, shall say **“I invite the Controller of Examinations to present the candidates of various departments for the award of provisional certificates”**

VII. Presentation of Candidates:

1. The Controller of Examinations will present academic toppers, followed by candidates from the MBA, M.Tech, and B.Tech departments.

2. 1. Academic Toppers

The Controller of Examinations of PACE Institute of Technology & Sciences, shall say “Principal Sir, I present to you the academic toppers of PG & UG, who have secured First, Second and Third Places and who are duly qualified to receive the degree of JNTU, Kakinada.

*Academic Toppers list shall be read out.

2. MBA

The Controller of Examinations of PACE Institute of Technology & Sciences, shall say “Principal Sir, I present to you, these candidates in person, in the Department of MBA who have been certified after examination to be duly qualified to receive the degree of JNTU, Kakinada

3. M.Tech

The Controller of Examinations of PACE Institute of Technology & Sciences shall say “Principal Sir, I present to you, the M.Tech

candidates in person, of various Departments who have been certified after examination to be duly qualified to receive the degree of JNTU, Kakinada.

4. B.Tech:

The Controller of Examinations of PACE Institute of Technology & Sciences, shall say “Principal Sir I present to you these candidates in person in the Department of Civil Engineering, who have been certified after examination to be duly qualified to receive the degree of JNTU Kakinada.

This procedure shall be repeated to all the departments in our order, till all the candidates receive the Provisional Certificates.

VIII. Dissolution of the Graduation Day:

- a. The Principal will then say to Secretary “Do I have the permission of the Secretary to close the Graduation Day Ceremony?”
- b. Secretary shall say, “Yes, Permitted”.
- c. There upon, the Principal shall say, “I declare the Graduation Day Ceremony Closed”.

IX. Vote of Thanks

X. Departure

The academic procession will then conclude the ceremony.