

## ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM

Government Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi

Mahim Causeway, Mumbai. Pin – 400 016

Phone: 24455937, 24454559; 24451961, 24460359 Fax: +91(22)2445 4482

E-mail: office@xaviertech.com

### Schedule of Convocation 2017-2018

2<sup>nd</sup> February 2019

Duration: 11.00 am to 12.30 pm

Venue: Drawing Hall, XIE

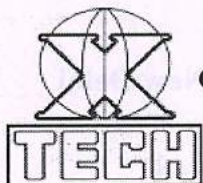
1. Welcoming the Guests
2. Academic procession enters the hall

#### Sequence of the Procession

1. Controller of Examination
2. Chief Guest and Guest of Honour
3. Principal and Director
4. Principal XIE and Administrator
5. Special invitees and I/C HOD
6. Faculty members ( in row of two)

All the members in the hall will keep standing till the academic procession members take their seats

3. All the above mentioned members will move to their seats in front rows. Rest members will proceed to their seats.
4. All the attendees will take their seats
5. Welcome of Dignitaries
6. Deep prajwalan
7. Dignitaries will proceed to dais
8. The Director will announce the convocation ceremony open
9. The Principal will present the welcome address and the annual report of the institute (5mins.)
10. Address by the Director (5 mins.)
11. Introduction of the Chief Guest
12. Convocation address by the Chief Guest (10 mins.)
13. Introduction of the Guest of Honour



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14. Address by the Guest of Honour (10 mins.)
15. Address by Convener
16. Presentation of the Diploma to the students
  1. Rank holders ( 5 names will be announced) and the other recipients by the Chief Guest
  2. Recipients at the hands of Director
  3. Recipients at the hands of Principal
17. Reading of In Absentia by C.O.E
18. Administration of the pledge and blessings by Administrator
19. Vote of thanks by C.O.E
20. Declaration of closing of the convocation ceremony by Director
21. Attendees in the hall will stand for the national anthem
22. The attendees will keep standing till the academic procession leaves the hall

Mestry Dipti

Controller of Examination