



## **10-01-2024**

1. Students staying in hostels will have breakfast in the hostel mess.
2. Students will report to their department Marshals ([Marshal List](#)) and will be guided hence on till the end of convocation by Marshals. (**Only students who took part in rehearsal will be allowed to participate**).
3. All student will proceed to CITK Bus Stand and will board the buses provided by institute as per the attached list and timing ([Bus Timing and Student List](#)) for Convocation in Bodofa Cultural Complex.
4. Students will collect their robes from robing committee desk by depositing coupons and report to their department Marshals.
5. Students will make a queue as per the instruction of their department Marshals and enter the convocation hall.
6. There will be a predetermined seating arrangement and students will seat accordingly under the guidance of their department Marshals. Use of Mobile Phones are strictly prohibited inside the hall.
7. Students will wait for their turn, then as per the instruction of the department Marshal will make a queue, collect their certificate and return to their seat.
8. After the convocation ceremony is over, students will go for a department wise photography session as per the instructions of department Marshals.
9. Students will return their robes to the robing committee desk and collect a refund coupon. ([Click here for details](#)).
10. Students will then go for lunch in the designated area ([Lunch Schedule](#)).
11. After lunch students will board the buses to CITK as per the following list and timing [Bus Timing and Student List](#).

**Wishing you a pleasant stay and cherishable experience in your alma mater.**

**Registration Sub Committee  
2<sup>nd</sup> Convocation, CITK 2024**