



The National Institute of Health and Family Welfare (NIHFW)

Instructions for Graduands

The 1st Convocation of NIHFW has been scheduled on **February 24th, 2024** to confer degree/certificates to Graduands who have successfully completed the **Post Graduate Diploma in Management courses under DLC, MD, DHA and PGDPHM courses** the Convocation dates. The Google link for Convocation is <https://forms.gle/STNmNtCRXyabts7s8>.

(A) Instructions for Degree recipients

1. A **mandatory rehearsal/ dry run** will be arranged in NIHFW Auditorium in the Teaching Block on 23rd February, 2024 at 2.00 PM. Existing students of NIHFW will be asked to attend the rehearsal as mock degree recipients of the convocation. Graduands will be instructed on the formalities to follow before the beginning of the convocation. So all are requested to arrive at least one hour before the convocation starts.
2. Degree recipients of **Post Graduate Diploma in Management courses under DLC** who are unable to attend the Convocation must inform the Distance Learning cell well in advance. Such Degree recipients will receive their degree/certificate along with mark sheet later by post.
3. The graduands may bring one accompanying person (One of the parents/family member/spouse) along with them. However, the awardee **must** inform the name of the accompanying person and their relationship with him/her **before February 9th, 2024** and a pass will be issued by the Convocation Committee to them. **No accompanying person will be allowed without prior information.** Pass will be issued to the candidates before 22nd February 2024 by the convocation committee through the preferred mode of communication i.e. E-mail.
4. All degree-receiving students (in-person and absentee) need to register (online through google link) for the convocation. Registration fee is fixed at Rs. 700/- for this year. The last date of registration is 1.00 pm. on **February 14th, 2024**.

(B) Academic Costumes

All dignitaries on the dais including the Director, Dean, and Nodal Officer will have special Convocation attire. The Faculty members, Medical Officers, and Research Staff of NIHFW are required to maintain the prescribed dress as mentioned below:

1. Preferably Indian attire for male Students.
2. Preferably Saree/Indian dress for female students.
3. The graduands will be provided a Sapha. The sapha will be available with Convocation Costume Committee.
4. The convocation registration fee is Rs. 700. Registration fee will cover the cost of sapha and stole form graduands only. After the ceremony the graduands can carry the Sapha and Stole with them.
5. Colour of the Sapha will be (Pink) and Stole will be (Maroon) with NIHFW Logo imprint
6. Special gowns will be made available for Dignitaries (Colour Maroon) and NIHFW officials (Colour Blue) from the Registration Committee. After the ceremony, the same has to be

- returned to the Registration Committee.
7. No graduands will be allowed to attend the Convocation ceremony in a dress other than one specified for the Convocation.
 8. All NIHFW Officials and awardees are required to come in formal dress including footwear to attend the ceremony.
 9. The Dignitaries on dais, Deans, Nodal Officers and NIHFW Officials will have to follow the dress code.

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(C) Degree Recipients Participation in Convocation Ceremony

1. Degree recipients must report at 9.00 am, i.e. one hour before the start of program on 24th February 2024.
2. Seating arrangements will be on enrollment number-wise within each course group as decided by the Convocation Committee.
3. Once all Degree recipients are seated, they will receive a briefing about the time, when in the proceedings the awards will be presented.
4. The degrees/certificates will be awarded to students of different courses in enrolment number order.

(D) Arrangements for Graduands with Disability

1. The Institute has a responsibility to ensure that graduands with disability can participate in the Convocation Ceremony with ease.
2. In order to ensure appropriate arrangements to be made, students must request the Convocation Office (DLC and Dean Office) for any special requirements well in advance.
3. Where a candidate with mobility impairment cannot use stairs or where there is no wheelchair access to the stage, the Presiding Officer will descend the stairs to present the award. In this situation, the Convocation Office will brief the Presiding Officer and the candidate regarding the process.
4. Candidates with vision impairment will be assisted by a guide or person(s) deployed for this purpose.
- 5.

(E) The Ceremony

Academic Procession

- a. The academic procession will be assembled at the entrance of the venue (teaching Block of NIHFW) 10 minutes before the ceremony.
- b. The order of procession is determined by the stage seating arrangements, which is in accordance with the protocol.
- c. The academic procession will enter in pairs in the venue as decided by the committee.

(F) Movement of Degree recipients across the Stage

As per instructions of the Convocation Committee.

(G) Photography Session

An official photography session will be conducted during the ceremony.

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