

PROTOCOL FOR OFFICIAL FUNCTIONS OF ASU

INAUGURATION CEREMONY OF SZUSICON

(Duration not to exceed 1 hour)

Persons on the Dais

In the centre: President – ASU

To the right of President: Chief Guest

To the left of President: President – USI, Secretary – ASU, Guest (# 2), and Secretary – Organising Committee, in that order

To the right of the Chief Guest: Guest (# 1) Secretary – USI, Chairperson of Organising Committee, in that order

Order of Events

1. Invocation
2. Welcome by the Chairperson of Organising committee
3. Lighting of the lamp: President – ASU, Chief guest, other dignitaries on the dais
4. Presidential address: President – ASU
5. Release of Souvenir (*if any*) by Chief Guest, Address by Chief Guest
6. Presentation of ASU Awards: President – ASU (Awards to be announced by Secretary – ASU)
7. Messages/Felicitations: President – USI, Guest (# 1), Guest (# 2) in that order
8. Vote of Thanks: Secretary – Organising Committee
9. National Anthem

VALEDECTORY FUNCTION OF SZUSICON

(Duration not to exceed 30 min)

Persons on the Dais

In the centre: President – ASU

To the right of President: An empty chair for installation of new President

To the left of President: Secretary – ASU, Secretary – Organising Committee, in that order

To the right of the empty chair: Chairperson, Organising Committee, Empty chairs on either side for the incoming office-bearers

Order of Events

1. Calling the meeting to order & brief remarks: President – ASU
2. Welcome: Chairperson – Organising Committee
3. Announcement of Awards: Secretary – ASU (to be presented to winners by the President – ASU)
4. Other announcements by Secretary – ASU

5. Call for feedback from the floor: President – ASU
6. Installation of Incoming President by the outgoing President & change of chairs
7. Installation of new office-bearers by the new President
8. Vote of Thanks by the Secretary - Organising Committee
9. Closing remarks by the new President
10. National Anthem

***INAUGURATION CEREMONY OF ASU – PROF.H.S.BHAT MID-TERM
WORKSHOP***

(Duration not to exceed 15 min)

Persons on the Dais

In the centre: President – ASU

To the left of President: Secretary – ASU,

To the right of President: Chairperson – Local Organising Committee,

To the left of Secretary – ASU: Secretary – Local Organising Committee

Order of Events

Welcome address: Chairman – Local Organising Committee

Tribute to Prof. H.S.Bhat (Through a short speech/Documentary)

Inauguration & Lighting of the lamp: President – ASU, and others on the dais

Introduction to the theme of Workshop: Secretary – ASU

Vote of Thanks: Secretary – Local Organising Committee

National Anthem