

PROTOCOL FOR OFFICIAL FUNCTIONS OF UAK

INAUGURATION CEREMONY OF UAKON/MIDTERM CONFERENCE OF UAK

(Duration not to exceed 1 hour)

Persons on the Dais

In the centre: President – UAK

To the right of President: Chief Guest

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

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

VALEDECTORY FUNCTION OF UAKON

(Duration not to exceed 30 min)

Persons on the Dais

In the centre: President – UAK

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

To the left of President: Hon. Secretary – UAK, 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 – UAK
2. Welcome: Chairperson – Organising Committee
3. Announcement of Awards: Hon. Secretary – UAK (to be presented to winners by the President – UAK)
4. Other announcements by Hon. Secretary – UAK
5. Call for feedback from the floor: President – UAK
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