

KLS GOGTE INSTITUTE OF TECHNOLOGY, BELAGAVI
An Autonomous Institute under VTU, Belagavi
Instructions for



Reporting- Date, Time & Venue: **21 Aug 2017 at 8.00am**, in **Silver Jubilee Auditorium**

1. GUESTS

- a. Only ONE person will be permitted to accompany the candidate.
- b. Provisional Degree will be awarded to the students only on the Graduation Day.
Certificates will not be handed to parents/delegates on the Graduation day.

2. GRADUATION DAY ROBES

The robes will be issued to the department depending on confirmed number of students. The students need to take the robes from the department (**Rs 500 deposit to be collected** which will be **refunded** after returning the robes) and **compulsorily** attend the Graduation day function.

The **Toppers** should collect the robes from **Exam section** by depositing **Rs 500** (Refundable) & return them back to exam section after the function.

3. IDENTITY

All candidates are required to carry any of the following Photo Identity Cards like Driving License, Voter ID card or any other such valid identification card with a photo.

4. ON ARRIVAL AT CAMPUS

- a. Please ensure timely check-in at **8.00 am**.
- b. Collect Robes from your respective department counter and obtain your assigned **IDENTIFICATION NUMBER** indicating the seat which you need to occupy in auditorium. Department Counters will close at **8.30 am** sharp. **Toppers** need to collect the robes and **IDENTIFICATION NUMBER** from Exam section.
Breakfast has been arranged & the counters will be open from **8.30 to 9.30 am**.

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- c. Enter the Graduation Hall (**Silver Jubilee Auditorium**). Entry to the hall will not be permitted after **9.30 am**.
- d. Occupy the designated seats as per the allotted **IDENTIFICATION NUMBER**.
- e. Parents/guests should occupy seats which are designated for them.

5. DURING THE CEREMONY

- a. Silence must be maintained throughout the Ceremony.
- b. Please remain seated unless instructed otherwise.
- c. Upon arrival of the procession at the Silver Jubilee Auditorium, please stand-up and remain standing till the Chief Guest and other dignitaries are seated.
- d. During Provisional Degree Certificate distribution, Graduates will be directed to proceed to the stage based on their assigned Number.
- e. **Photography by graduates/ parents and guests is strictly prohibited during the Ceremony.**
- f. Official photographers will take the photographs of all the graduates receiving the certificates.
- g. After receiving the certificate, please follow your row of fellow graduates and return to your previously designated seat.
- h. Use of mobile phone is strictly prohibited during the ceremonial program. All graduates, parents and guests should **switch-off the mobile phones** till the end of the ceremony.

6. AFTER THE CEREMONY

- a. Please stand-up and remain standing till the procession leaves the Silver Jubilee Auditorium at the end of the ceremony.
- b. All the graduates and guests are requested to maintain discipline & decorum throughout the function.
- c. *Students (other than Toppers) should proceed to their respective department wherein the HOD will award the PDC.* After getting PDC, return the robes back to the department.

Dr. Arunkumar P
Controller of Examinations