

GRADUATION DAY GUIDELINES

Dear Students,

Congratulations on reaching this significant milestone! To ensure the Graduation Ceremony is conducted with dignity and decorum, all students are requested to adhere to the following guidelines:

1. **Registration Fee (Non-refundable):** A fee of **₹300 per student** is payable for the Graduation Ceremony. Students are requested to complete the payment within the stipulated time.
2. **Student Entry Only:** The ceremony is **exclusively for graduating students**. Parents, relatives, friends, or other guests will not be permitted due to the limited seating capacity.
3. **Dress Code:**
 - **Female Students:** Saree (decent and formal).
 - **Male Students:** Formal attire (formal shirt, trousers, and formal shoes).
 - All students are expected to maintain a **neat, dignified, and decent appearance** befitting the solemnity of the occasion.
 - Students must wear the prescribed **graduation gown and other ceremonial attire** as provided by the college. The gown should be handled carefully and returned to the authorities.
4. **Reporting Time:** Students must report at the venue at the designated time which will be shared in due course of time. Late entry shall not be permitted once the ceremony has commenced.
5. **Identity Proof:** Students must carry their **Government Identity Card** for verification and entry.
6. **Discipline and Decorum:** The Graduation Ceremony is a prestigious academic event. Students are expected to maintain discipline, dignity, and proper conduct throughout the programme.
7. **Zero Tolerance for Indiscipline:** Any act of misconduct, indiscipline, inappropriate behaviour, or violation of these guidelines may result in **immediate removal from the ceremony**, and the college reserves the right to take appropriate disciplinary action.
8. **Mobile Phones:** Mobile phones should be kept on **silent mode** throughout the ceremony.
9. **Student Cooperation:** Students must cooperate with the faculty members, volunteers, and organising committee and follow all instructions regarding seating arrangements, procession, and stage protocol.
10. **Personal Belongings:** Students are advised not to bring unnecessary valuables. The college shall not be responsible for any loss or damage to personal belongings.
11. **Programme Schedule:** The detailed programme schedule and reporting instructions will be shared separately in due course. Students are requested to regularly check their emails for the official communication.

Your cooperation will help make the Graduation Ceremony a memorable and successful occasion for everyone.

Organising Committee

Graduation Day Ceremony