



# KLS GOGTE INSTITUTE OF TECHNOLOGY, BELAGAVI

An Autonomous Institute under VTU, Belagavi

## Instructions to Toppers for 9<sup>th</sup> Graduation Day 2024-25



**Reporting- Date & Time: 22<sup>nd</sup> November 2025 at 9.45 am**

**Venue: KLS GIT Silver Jubilee Auditorium**

**(For registration report at 8.45 am to Exam office)**

### 1. General

- a. Only First 3 Toppers of each branch (as per Rank list displayed on college website-exam section) along with 2 Parents will be permitted inside the Auditorium.
- b. Medal, Rank certificate & Degree certificate will be awarded to the students **only** and will not be handed to the parent on the stage during the ceremony.

### 2. GRADUATION DAY- DRESS CODE(Strict Compliance is expected)

- a. The Dress Code for Boys is **White Shirt** and **Black Pant** (Tucked In). Dress code for Girls is **Light Shade Saree**. The Dress Code should be followed **strictly**.

### 3. IDENTITY

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

### 4. ON ARRIVAL AT CAMPUS

- a. Report at **8:45am** to Exam office & collect the Stole, that has to be worn for the ceremony, Toppers should ensure that they sign the registration list & Collect the Lunch Coupons.
- b. An amount of **Rs. 500 (refundable after returning post ceremony)** has to be paid in cash at the Exam office for the Stole.
- c. Enter the GRADUATION CEREMONY VENUE (**SILVER JUBILEE AUDITORIUM**) from **9.45 am**. Entry to the VENUE **will not be permitted** after **10.00am**.
- d. Occupy the designated seats as directed by the Staff members present there.



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- e. Parents should occupy the 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. The photographs will be uploaded on the college website later.
- 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 must maintain discipline & decorum throughout the function.
- c. Return the stole to **exam office & collect the refundable amount without fail.**
- d. The Prize money winners ONLY to visit ACCOUNTS section for confirming the NEFT details.
- e. Proceed for lunch Behind the Main Building In-front of Mechanical Block. Use the coupons provided to have lunch.

Controller of Examinations