



BMS COLLEGE OF ENGINEERING, BENGALURU
Autonomous Institute, Affiliated to VTU

Graduation Day 2019: General Instructions

Date: **8th June 2019**

Reporting Time: **7:30AM**

Venue: **Indoor Stadium**

1. GUESTS

- a. Only ONE person will be permitted to accompany the graduate. Guests are requested to occupy seats in either of the Dining Area, Auditorium 1 (New Block) or Auditorium 2 (New Block) where arrangements have been made to witness the live telecast of the event
- b. The program will be **webcast** through Facebook link
<http://dazzletv.ivb7webcaster.com/bmsgraduationday2019.aspx>
- c. Degree will be awarded to graduates only on the Graduation Day. Certificates will not be handed to parents/delegates on the 8th of June 2019

2. GRADUATION DAY ROBES – REFUNDABLE DEPOSIT

Graduates will be required to pay a refundable deposit of **Rs.500/- towards the Robes** on the Graduation Day. The robes will have to be collected after reporting to your department counter. **Rank holders will need to collect WHITE Stoles with black robes. All others will need to collect RED stoles with the black robes.** The deposit will be refunded to you once you return the robes at the end of the event.

3. IDENTITY

All Graduates 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 7:30 AM.
- b. Please report to your respective department counters. Mark your attendance and obtain your assigned Identification number. Proceed to collect Robe from the Robes Counter and ensure you wear your ID sticker on the robe. Rank holders to obtain

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ID number from Rank Holder Counter and then proceed to robe counter and ask for rank holder robes. All Counters will close at 9.15 AM sharp.

Breakfast has been arranged. Breakfast counters will be open between 8AM and 8:30AM

- c. Enter the Convocation Hall located in the Indoor Stadium (Candidates only). Entry to the convocation hall will not be permitted after 9.25 AM.
- d. Occupy the designated seats as per the allotted **IDENTIFICATION NUMBER**.
- e. Parents/guests should occupy seats which are designated for them in the Dining Area, Auditorium 1 (New Block) or Auditorium 2 (New Block)

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 Indoor Stadium, please stand-up and remain standing till the Chief Guest and other dignitaries are seated.
- d. During Degree Certificate distribution, Graduates will be directed to proceed to the stage based on their assigned Number.
- e. **Photography is strictly prohibited during the Ceremony.**
- f. Official photographers will take the photographs of all the graduates receiving the certificates and the same will be made available online (downloadable version).
- 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 and guests should keep their mobile phones **switched-off** till the end of the ceremony.

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6. AFTER THE CEREMONY

Please stand-up and remain standing till the procession leaves the Indoor Stadium.

7. PARKING IN THE CAMPUS

As limited parking is available within the campus, participants are requested to make suitable arrangements to reach the venue. Parking will be allowed on a first cum first serve basis and cannot be guaranteed to all participants. Your cooperation is requested

All the graduates and guests are cordially invited to join for lunch in the special dining area.

Dr H S Guruprasad
Chairman
Graduation Day Committee

Dr B V Ravishankar
Principal
B.M.S. College of Engineering

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