



Graduation Day Celebrations

14th June 2025

Instructions to Graduates

Dear Graduates,

We are delighted to celebrate your academic achievements at the upcoming Graduation Day ceremony. To ensure the event proceeds smoothly and with the dignity it deserves, we kindly ask for your cooperation in adhering to the following guidelines:

1. **Dress Code & Arrival Time:** Please arrive at the college by 2:00 PM dressed in formal attire, with men wearing a white shirt and formal trousers accompanied by formal shoes, and women opting for any saree / chudidhar.
2. **Robe Collection:** Collect your graduation robes from the Robing rooms located on the main block, assigned as follows:
 - Room 105: EEE
 - Room 106: MBA & M.Tech
 - Room 108: MECH
 - Room 109: AI & ML
 - Room 112: AI & DS
 - Room 113: IOT, CSIT & IT
 - Room 117: Civil
 - Room 115: ECE
 - Room 204 & 205: CSE

3. **Seating Assignment:** Please refer to the enclosed seating plan at the end of this document to find your department designated seating area.
4. **Departmental Photos:** When your department is called, please gather at the front staircase of the main block for your department photo shoot.
5. **Photo Opportunities:** Designated photo points are set up around the campus for capturing memorable moments.
6. **Refreshments:** Snacks will be available for graduates and their parents.
7. **Grad Walk / Procession:** Join your departmental procession to the ceremony venue and take your assigned seat.
8. **Respect for Guests:** Please stand as a mark of respect when the chief guests arrive on the stage.
9. **Conduct during the Ceremony:** Please ensure professional conduct throughout the event, as it reflects your dignity. **Please refrain from shouting, yelling, or whistling.**
10. **Degree Conferral Oath:** The principal will administer the oath, to which you should respond with "I Do Promise," using your right hand bent.
11. **Stage Protocol:** When your name is called, approach the stage via the side staircase, and exit down the middle staircase after receiving your Provisional Certificate (PC).
12. **Receipt of Certificate:** Walk to the dais, bow to the Chief Guest, receive your PC, and return to your designated seat. Ensure the safety of your PC once received.
13. **Remain Seated:** Please remain in your seat until all graduates have received their PCs.
14. **Dinner:** Enjoy a delightful dinner with your family at the designated stalls.

Let's make this Graduation Day a memorable and joyous occasion. Cherish every moment.



SRINIVASA EDUCATIONAL SOCIETY'S

PACE INSTITUTE OF TECHNOLOGY & SCIENCES (AUTONOMOUS)

Approved by AICTE and Govt. of Andhra Pradesh, Accredited by NAAC(A Grade) | Recognized under 2(f) & 12(B) of UGC
Permanently Affiliated to JNTUK, Kakinada. A.P. | ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., India, Ph.: 08592 278315, 9581456310 | www.pace.ac.in

3rd Graduation Day Seating Plan

