

# **St Vincent Pallotti College Of Engineering Technology, Nagpur**

Saturday, July 26, 2025

Main Auditorium

Event Information Booklet

For Alumni, Faculty, Directors, and Guests

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# 1 Welcome to the 2025 Graduation Ceremony

Welcome to St Vincent Pallotti College Of Engineering Technology, Nagpur's 2025 Graduation Ceremony, a celebration of our graduates' achievements. This booklet provides all necessary information for alumni, faculty, directors, and guests to ensure a smooth and memorable event. Please review the details carefully.

## 2 Alumni Seating Arrangements

All alumni are assigned specific seating blocks and row numbers in the Main Auditorium. Please locate your name and seating details below to find your seat promptly.

Table 1: Alumni Seating Chart

Name	Seating Block	Row Number
Aarav Sharma	Block A	3
Emily Johnson	Block A	4
Priya Patel	Block B	1
Michael Chen	Block B	2
Sofia Rodriguez	Block C	5
Rohan Gupta	Block C	6
Olivia Brown	Block D	1
Arjun Singh	Block D	2
Isabella Davis	Block E	3
Vikram Rao	Block E	4

## 3 Dress Code Guidelines

To maintain the ceremony's dignity, please adhere to the following dress code requirements:

### 3.1 Alumni

- **Attire:** Academic gown (black) with cap and tassel, provided by the college.
- **Under Gown:** Formal attire (e.g., dress shirt, tie, dress pants, or dress/skirt).
- **Footwear:** Formal shoes (no sneakers or sandals).

### 3.2 Faculty

- **Attire:** Faculty academic regalia (specific to department, provided by college).
- **Under Regalia:** Business formal attire (suits, dresses, or equivalent).
- **Footwear:** Polished formal shoes.

### 3.3 Directors

- **Attire:** Formal business attire (suits in neutral colors, ties optional).
- **Accessories:** Name badges provided at registration.

### 3.4 Guests

- **Attire:** Smart casual (e.g., collared shirts, blouses, dress pants, or skirts).
- **Restrictions:** No athletic wear, t-shirts, or overly casual clothing.

## 4 Felicitation Schedule

The felicitation of graduates will occur in the Main Auditorium. Below is the schedule for when each alumnus will be called to the stage to receive their degree.

Table 2: Felicitation Schedule

Name	Time	Degree Program
Aarav Sharma	10:30 AM	Bachelor of Science
Emily Johnson	10:32 AM	Bachelor of Arts
Priya Patel	10:34 AM	Bachelor of Engineering
Michael Chen	10:36 AM	Bachelor of Business Administration
Sofia Rodriguez	10:38 AM	Bachelor of Science
Rohan Gupta	10:40 AM	Bachelor of Arts
Olivia Brown	10:42 AM	Bachelor of Engineering
Arjun Singh	10:44 AM	Bachelor of Science
Isabella Davis	10:46 AM	Bachelor of Business Administration
Vikram Rao	10:48 AM	Bachelor of Arts

## 5 Faculty Information

Faculty members play a key role in the ceremony. Below are the details for reporting times, seating, and stage duties.

### 5.1 Reporting Time

All faculty must report to the Faculty Lounge (Room 101, Main Auditorium) by **8:00 AM** on July 26, 2025, for briefing and regalia distribution.

### 5.2 Faculty Seating Plan

Faculty are seated in reserved rows at the front of the auditorium:

- **Department Heads:** Rows 1–2, Block F.
- **Other Faculty:** Rows 3–5, Block F.

### 5.3 Stage Duties

- **Dr. Anita Desai:** Announce graduate names (10:00 AM–11:00 AM).
- **Prof. James Lee:** Present degrees to Bachelor of Science graduates.
- **Dr. Sarah Kim:** Present degrees to Bachelor of Arts graduates.
- **Prof. Rajesh Kumar:** Assist with stage transitions and gown adjustments.

## 6 Guest Information

Guests are vital to celebrating our graduates. Please follow these instructions to ensure a smooth experience.

### 6.1 Entry Instructions

- **Entry Point:** Enter through the East Entrance of the Main Auditorium.
- **Ticket Requirement:** All guests must present a valid ticket (digital or physical) at the entrance.
- **Arrival Time:** Doors open at 8:30 AM. Please arrive by 9:30 AM to avoid delays.

### 6.2 Parking Map Description

- **Parking Lots:** Use Lots A, B, and C, located east of the Main Auditorium.
- **Directions:** Follow signs from University Boulevard to designated lots.
- **Shuttle Service:** Complimentary shuttles run from Lot C to the East Entrance every 10 minutes from 8:00 AM to 9:30 AM.
- **Accessibility:** Handicap parking is available in Lot A with accessible shuttle service.

### 6.3 Permitted and Prohibited Items

- **Permitted:** Small bags (up to 12"x12"), cameras (no tripods), water bottles.
- **Prohibited:** Large bags, food, alcohol, noisemakers, weapons, or drones.

## 7 General Guidelines

To ensure a respectful and enjoyable ceremony, please adhere to the following:

- **Mobile Phone Policy:** Phones must be silenced. No calls or loud notifications during the ceremony.
- **Photography Rules:** Personal photography is allowed from seats (no flash). Professional photographers will capture official moments.
- **Contact Numbers:**
  - Event Office: (555) 123-4567
  - Emergency Services: (555) 987-6543
  - Lost and Found: (555) 456-7890
- **Emergency Exits:** Located at the rear and sides of the auditorium. Follow usher instructions in case of an emergency.

## **8 Contact Information**

For any questions, contact the Event Office at (555) 123-4567 or email [grad2025@svpcetnagpur.edu](mailto:grad2025@svpcetnagpur.edu). We look forward to celebrating with you!