



May 9, 2025

ANNUAL DAY 2024-25
REGISTRATION INSTRUCTIONS FOR AWARDEES

1. Time of registration for awardees from **07:30 a.m. to 08:45 a.m.**
2. **Registration will be closed at 08:45 a.m. Thereafter, no student will be entertained for the registration.**
3. Students should bring their ID card / Examination Hall Ticket.
4. Note down your **running serial number from the award list** displayed on the notice board before proceeding to the registration counter.
5. Student should wear their award winner badges provided at the time of registration. **Badge is your entry pass to the auditorium.**
6. Students are strictly directed to sit on their allotted seats.
7. Be seated in the auditorium latest by 08:50 a.m.
8. **Rehearsal starts at 09:00 a.m.**
9. After receiving the award, you should come back to your respective seats.
You are not allowed to leave the auditorium till the function is over.
10. Students who are called individually to receive the award should wait for the citation to be over then move towards the chief guest to receive the award.
11. Carefully listen to the instructions of row-in-charges. They are there to assist you.
12. After function is over, **return your badge and refreshment coupon at refreshment counter** to collect your refreshment box.

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09/05/2025

Coordinator
Registration Committee,
Annual Day Function-2025