

# SHIVAJI COLLEGE

(University of Delhi)

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## Step by step process (students instructions) for award distribution ceremony:

1. All the students are requested to assemble at the venue (College Lawn) by 8:30 am sharp.
2. Students are required to mark the attendance and collect the badges from the concern teacher on duty.
3. Students are required to place the badges on their right shoulder.
4. Students to ensure that they are seated strictly on their respective chair (The chairs would also be having the badge pasted on them).
5. Only 10 students will stand in a queue (left side of the stage) while waiting for their call for award.
6. Students must ensure that they are standing in a queue as per their call number.
7. Students belonging to a specific group (NSS etc) to ensure that they move as a flock (with their entire group) for group photograph on the stage.
8. Students to greet the guest (may be bow your head), collect the award, and pose for photograph on the stage and then to exit from the opposite side.
9. Students must reoccupy their allotted seat after taking the award.
10. In case of any discrepancies in the content of award will be dealt with by the prize distribution committee **AFTER THE EVENT**.
11. Students who are getting more than one award should contact the teacher on duty for the next award.
12. In case if the student is getting more than one award, it would be the responsibility of the students to ensure that s/he to collect multiple badges and paste all of them on right shoulder and inform the teacher on duty prior to award ceremony.
13. In case of multiple award, after receiving first award, student needs to sit as per the next call number and so on.
14. Once the entire award ceremony is over students must take their food coupons from the refreshment in charge.
15. Students are advised to carry their own water bottles, as they would be not allowed to leave the venue till the function gets over.
16. Just in case if you happen to observe that you got a certificate or award having different name mentioned on it or any other last minute discrepancy, PLEASE DO NOT PANIC. It would be sorted out after the function. Please contact Dr Renu Baweja, Deptt of Biochemistry (9818192670).