

Dear Graduating Students,

Congratulations on the successful completion of your degree courses !

You will be happy to know that the Seventh Graduation Ceremony of the College will be held on 20th, 21st and 22nd June 2019 from 6.00 pm sharp on each day in the College-Hall.

We extend a warm invitation to all of you to attend the ceremony.

The Schedule for Graduating Ceremony is as follows:

Thursday 20th June 2019 - BSc.

Friday 21st June 2019 – B.A

Saturday 22nd June 2019 – B.M.M / B.M.S / B.Voc. / BSc.(IT) / MSc / M.A

PLEASE NOTE:

- **A Student is permitted to bring ONLY ONE parent/guardian/accompanying person for this graduation ceremony.**
- **Allotment of a seat in the hall to the above-mentioned person accompanying the graduate will be SOLELY BASED ON AVAILABILITY OF SEATS AFTER accommodating all the students graduating on that day.**
- **Once the maximum capacity of Hall is reached, rest of the permitted parent / guardian/ accompanying person will be seated in the other venues (MMR/SCAVI/XIMR -assembly Hall) where live streaming will be available.**
- **LAST DATE FOR SUBMISSION OF REGISTRATION FORMS AND PAYMENT OF FEE IS 5th JUNE 2019.**

Read the following Instructions carefully before filling up the ENCLOSED Registration Form

1. Registration: NO 'on the Spot' Registration is allowed

(A student is allowed to bring only 1 person)

- a. **Registration Fee: Includes** (Stole + Certificate folder + refreshments + essential technical and logistical expenses + certificate processing fees)
- b. **Amount :** Rs. 2200/- (Student + one accompanying person only).
- c. **Mode of payment: Only DD / Cash is acceptable.**

DD in favour of 'The Bombay St. Xaviers College Society'

Mention 'For Graduation Ceremony' along with your UID, Name, Subject and mobile number on REVERSE SIDE OF DD.

- d. **Enclosed Registration Form:** Fill in your details and the particulars of **ONLY ONE** accompanying person /parent/guardian in this form.

2. Submission of form: From 22nd April 2019 – 5th June 2019

TIME: 10:00 a.m – 3:00 p.m

(To College Telephone Operator at the reception desk)

- *Prior to submission of form, please register yourself at alumni.xaviers.edu. A screen shot of the last page that shows your email ID OR the first page which has your name must be shown at the time of submission of registration form.*
- **Please collect the receipt as proof of your payment and bring this receipt on the day of graduation ceremony.**

Those unable to submit and hence register personally, can authorize someone else to do so.

3. While graduation event is not mandatory, no one should keep away because of **financial constraints**. Financially deserving students may approach the Principal with a letter for concession.
4. **Those who register but fail to attend the Graduation ceremony for whatsoever reason will not get any refund**, however those who register, but fail to pass all courses required for graduation shall be refunded only 20% of the Registration Fee , if they inform the college between 25th May 2019 and 5th June 2019.

5. DRESS CODE:

- a. **INDIAN FORMAL** (Please adhere to the College Dress Code as mentioned in College Handbook) and **bring your College - ID**

Anyone not adhering to the above-mentioned Dress Code will not be a part of this Ceremony.

- b. Comfortable footwear for walking down the ramp gracefully.

6. Guidelines for the respective days of Graduation Ceremony

(Follow instructions of the Professor-in-Charge)

- a. **Reporting Time:** 4.15 pm Sharp
- b. **Reporting Venue:** Physics Laboratory (Ground Floor, Near the Basketball Court)
- c. **Produce the Fee Receipt at the Physics Lab** for issue of the stole, food coupon and folder.
- d. **Registration Closure:** 5.00 p.m
- e. **The line-up** for entry into the Hall, will be in the corridors.
- f. **Entry into the Hall**, when the Ceremony starts, is in the order in which students would receive their Consolidated Marksheets.
- g. **Students who are eligible for the Hub's (Honours) Certificate** will receive it along with their Consolidated Marksheet.
- h. In order to save time, please face the camera while you greet the Chief Guest and while you receive your consolidated Marksheet from him / her. Then walk down the ramp and return to your assigned seat.

7. **PHOTOGRAPHY: NOT ALLOWED DURING THE CEREMONY**

You may take photographs after the Ceremony ends (expected ending time is 8.00 PM).

8. Refreshments will be served in the Canteen Foyer, against the issued coupons for only 45 minutes after the Ceremony ends.

9. **Please visit the college website (www.xaviers.edu) for DETAILED PROGRAMME SCHEDULE AND FOR ANY FURTHER INSTRUCTIONS.**

PRINCIPAL

No. _____
(Quote receipt number)
To be filled by operator

St. Xavier's College – Autonomous, Mumbai
Graduation Ceremony – 2019
Registration Form

1. Name of Graduating Student (in Capitals): _____
2. Class: _____ UID NO. _____
3. Subject/ Subject Combination: _____
4. Date Of Graduation Ceremony: _____
5. Mobile No.: _____ Email Id: _____
6. Registration Fee Payment Details: Paid the amount of Rs. 2200/- ONLY BY

DD / CASH (Tick the correct option)

DD (Fill in details): Bank's name: _____
Bank Draft No.: _____ dated: _____
Drawn In Favour of : _____

Cash (amount paid): _____

7. Registered on alumni.xaviers.edu: **(Show Proof to operator)**
8. Name of Accompanying person (In BLOCK LETTERS): _____
9. Relationship: _____
10. Address: _____

Student's Signature

Receiver's Signature

Collect acknowledgement receipt