To
The Graduands
UG Batch 2012-15
PG Batch 2013-15
M.Phil. Batch 2014-15

Dear Alumna,

I am happy to invite you to the Annual Graduation Day to be held on Saturday, 12th MARCH 2016, at 10.00 a.m. Please come and receive your diploma in person. You are expected to be seated in the Golden Jubilee Auditorium wearing the ceremonial robe and stole by 9.40 a.m.

Please fill the Online Alumnae Feedback & Graduation Registration Form using the link given in the College website and make an online payment of Rs. 500 on SBI Collect. The online payment link is also available on the college website.

OR

You can also download the Alumnae Feedback & Graduation Registration Form from the college website, fill it and bring/send the completed form to the Vice Principal’s Office, Lady Doak College, Madurai 625 002 along with the fee of Rs.500

1. either in person at the VP’s Office

OR

2. by DD drawn in favour of the TREASURER, ALUMNAE ASSOCIATION, LADY DOAK COLLEGE, MADURAI

• Those opting to pay online should remit the graduation registration fees on or before 9th March 2016.

• The deadline for receipt of payment at the College Office (either in person or by post) is 4 p.m. on 11th March 2016.

The list of graduates receiving the diplomas on stage will be finalised on the eve of Graduation Day. Late submissions will NOT be included in the Graduation Day list. Such candidates may collect their diplomas from the Vice Principal’s Office, after the ceremony is over, at 2 p.m. or, on any other working day during working hours, in person.

Kindly bring Rs. 200/- on Graduation Day as a refundable deposit for the robe and stole.

We look forward to your presence on Graduation Day.

Christianna Singh
VICE-PRINCIPAL

Mercy Pushpalatha A.
PRINCIPAL

PLEASE ADHERE TO THE INSTRUCTIONS GIVEN IN THE NEXT TWO PAGES.

P.T.O.
NOTE:

1. Kindly bring your graduation registration receipt (print or sms notification) as a gate pass and as proof of registration.
2. You will be permitted to enter ONLY through the front gate.
3. Gate will be closed at 9.15 a.m. for all (graduates and guests).
4. Guests are requested to be in their seats by 9.40 a.m.
5. Children are NOT permitted.
6. Mobile phones and other electronic gadgets (iPad, Tab) are NOT to be used in the Golden Jubilee Auditorium.
7. If you provide your email id, the high resolution soft copy of your convocation photo will be sent to you by your department within one week.
8. Limited overnight hostel facilities will be provided for those requesting it on a first-come-first-served basis. Meals can be arranged with the mess caterer on request and on payment.

IMPORTANT INSTRUCTIONS

We are very serious about starting and ending the programme on time. Please help us make the 50th Graduation Day of Lady Doak College, our Alma Mater, a grand success.

1. Collect the graduation robe and stole between 8.30 a.m. and 9.20 a.m. in the Humanities Block paying a refundable deposit of Rs.200/- . Issue of gowns will be stopped at 9.20 a.m. Graduates will NOT be permitted to attend the graduation ceremony without the ceremonial attire.
2. You are required to register your name in your respective department where you will also be served snacks. Registration at the departments will close at 9.30 a.m. No additions will be possible after this. If you miss the deadline, you may collect your diploma at the Vice Principal’s Office at 2 p.m.
3. You will take your assigned seat in the Golden Jubilee Auditorium by 9.40 a.m.
4. Use of mobile phones and electronic gadgets inside the Graduation Hall is strictly prohibited. You are advised not to bring your mobile phone into the hall. If it rings or if you are found to be using any electronic gadgets during the ceremony, it will be temporarily confiscated. You may collect it at the Vice Principal’s Office after the ceremony. The office cannot be held responsible for it.

P.T.O.
4. Candidates should remain standing until the Chief Guest, the Administrators and the Heads of Departments take their seats on the dais.
5. **Candidates are not permitted to leave** the hall until the Graduation Ceremony is over.
6. All should remain standing until officials leave the auditorium.
7. After receiving the degree certificate, please return the robe and stole at the Humanities Block and receive the refundable deposit of Rs.200/-.

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1. The Graduation Ceremony will commence at 8.30 am. The ceremony will begin with the singing of the National Anthem. The ceremony will be followed by the distribution of degree certificates to the students. The ceremony will conclude at 9.40 am.

2. The ceremony will be conducted in English. The ceremony will begin with the singing of the National Anthem. The ceremony will be followed by the distribution of degree certificates to the students. The ceremony will conclude at 9.40 am.

3. All participants are requested to wear academic dress during the ceremony.

4. The Academic Council will meet after the ceremony to discuss the academic matters.

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