



Madras School of Social Work (Autonomous)
(An Institution affiliated to the University of Madras)

63rd Graduation Day (23 Feb 2019)

Instructions to Graduands

Graduation Day is a solemn occasion. Graduands are requested to adhere to the following instructions.

- Graduation Day venue is **Don Bosco School Auditorium (Gate No. 4)**.
- Graduands are required to finish **in-person registration by 2 pm on the day of Convocation without fail**. It will not be possible to permit entry to late comers after 2 pm.
- Graduands are required to collect the graduation day robes from the designated counters and take their seats by 3.15 p.m.
- Graduands should compulsorily present themselves in formal dress (Men: Full-sleeve shirts and trousers; Women: Salwar Kameez with dupatta or Sarees). Else they will not be permitted to attend the programme.
- Graduands should wear their convocation robes throughout the programme.
- Silence and decorum should be maintained throughout the programme.
- All persons in the graduation hall (graduands, special invitees and guests) are required to remain standing for the onward academic procession, Tamilthai Vazhthu, the graduation day pledge, the National Anthem and the return academic procession.
- After the onward academic procession, all persons in the graduation hall (graduands, special invitees and guests) may resume their seats only after the Dignitaries on the dais take their seats.
- Graduands are required to remain seated throughout the programme except when called to the dais to receive the degree certificate.
- While collecting certificates, Graduands are requested not to shake hands with the Chief Guest unless the Chief Guest extends to shake hands first.
- After collecting your certificate, Graduands are required to take your seats. They should not mingle with the audience to get parents / well-wishers's wishes etc.
- In case there is a mix up of certificates, please sort it out in the COE office after the programme and not on the stage or during the programme.
- Please do not clap or cheer while other Graduands are receiving their certificates.
- Please **switch off mobile phones** during the entire programme. **"Selfies" are strictly prohibited**.
- Only the official photographer is authorized to take photographs during the programme. Graduands can collect the photos from the official photographer on payment of prescribed charges.
- **Each Graduand may bring upto two guests only.**
- Two-wheelers and limited four-wheelers may be parked in the Don Bosco School campus and MSSW campus.
- Indicative Cost of robes is [(Refundable Deposit Rs.200 + charges Rs.50)] and photograph is [A4 size photo – charges Rs.100]. The amount has to be paid by the Graduands at the time of registration to the service providers.
- Graduands / Graduates can leave only after the end of the Graduation Day programme.
- Refreshments will be provided after the Graduation Day programme.
