

NGM COLLEGE (AUTONOMOUS): POLLACHI

**Dr. R. Muthukumaran, M.A., M.Phil., B.Ed., Ph.D.,
PRINCIPAL.**

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Ref.: CONVN./2023

DATED: 04.02.2023

Dear NGM Graduands,

We are happy to inform you that the eagerly-awaited **Graduation Day (Convocation) (2017-2020 BATCH - UG DEGREE and 2018-2020 BATCH - PG DEGREE STUDENTS)** will be held in the College at **ARUTCHELVER Dr. N. MAHALINGAM ARANGAM** on **SATURDAY 18<sup>th</sup> February 2023 at 10.30 A.M.**

You are invited to attend the function and receive your degree certificate in person.

To attend this function you will have to put on the prescribed convocation robes which will be provided on hire basis. **A sum of Rs.240/- will be collected at the Reception Point.**

**A sum of Rs. 255/ - will be collected from the Rank holders.**

A sum of Rs.200/- will be refunded to the students at the time of returning the robes.

If you are interested in attending this function you will have to come to the College by **8.30 A.M.** On arriving at the College you will have to report at the Reception Point for Registration and Instruction.

**Please note that only Rank Holders in each discipline will be permitted to go up the dais and receive their respective degrees and medals from the Chief Guest; other Graduands will receive their degrees from their HODs after they have occupied their allotted seats inside the venue for the ceremony. They, however, have to comply with all the instructions issued in regard to the conduct of the ceremony.**

**Only Graduands who bring this letter of intimation and have also communicated their willingness to attend the ceremony will be permitted to be present inside the Hall.**

**Graduands who come to the college without this letter of intimation can get their degrees from the Office of the Controller of Examinations after the Convocation Function is over.**

At **ARUTCHELVER Dr. N. MAHALINGAM ARANGAM**, Post-Graduands and Graduands of various disciplines have been allotted separate set of seats. You will have to locate your segment and seat (Reg. No. pasted). The HOD of the Department concerned will be present there; he/she will give you detailed instructions as to how you will have to conduct yourself on this august occasion.

Let us know by return of post whether you will attend the function on **SATURDAY 18<sup>th</sup> February 2023** or not.

Your reply may reach us by Post or by Mail (**e-mail address: controller@ngmc.org**) on or before **Friday 10<sup>th</sup> February 2023**. Kindly respond without fail indicating your **Name & Register Number** mentioned below.

(P.T.O.)

(...2...)

**Note :** The Graduands are requested to submit the following Xerox-copies at the Registration Desk on the Graduation Day.

1. The Xerox Copy of your appointment order if you are already employed.
2. The Xerox Copy of your Identity Card of the college where you are pursuing the Higher Studies.

**PRINCIPAL**

**Send your reply to : Dr. R. Manickachezian,  
Controller of Examinations,  
N.G.M. College, Pollachi - 642 001.**

To

Mr. / Ms. :

REG. No. :

**Kindly respond without fail on or before Friday, 10<sup>th</sup> February 2023**

#### **SPECIAL INSTRUCTIONS**

- Kindly bring this letter and report at the registration desk.
- Invitees are requested to occupy their seats by 9.30 a.m.
- Kindly switch off your mobile phone when you are in the venue.
- Please stand up when the academic procession starts moving to the venue and remain standing till the members of the procession have taken their seats.
- When the Graduation Day ceremony is over, please remain standing in your place till the academic procession leaves the venue.
- Invitees are requested not to bring children with them.

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