



KISHINCHAND CHELLARAM COLLEGE

A CONSTITUENT COLLEGE OF HSNC UNIVERSITY, MUMBAI

REACCREDITED 'A' GRADE BY NAAC (3rd Cycle)

BEST COLLEGE AWARD BY UNIVERSITY OF MUMBAI

AWARDEES 'STAR SCHEME' BY DBT & 'FIST PROGRAMME' BY DST



DR. TEJASHREE V. SHANBHAG, M.Sc., B. Ed., M. Phil, Ph. D.

I/c PRINCIPAL

14.01.2025

Guidelines For Degree Distribution

1. All the eligible students should check their name in the attached PDF Sheets and remember their convocation number (Given just before their name).
2. The Students whose name is not included in the attached sheet should meet **Mr. Shekhar** or **Ms. Anjali** in the Office after **18th January, 2025** to fulfil the documentation to release their degree.
3. Students can bring one Parent and the parents will be given seat in the Balcony on First come first basis.
4. All the students having the convocation number will report to **Room no. 211** and will get the Robe there.
5. After getting the robe students will take the proper seat in the Auditorium as per the convocation number.
6. The Students will get degree scroll on the stage and they will come out of the Auditorium from Side gate of Auditorium, and scroll will be taken back before going out of Auditorium.
7. The Students can take Photo/Selfie at Selfie Point in Quadrangle. Some scrolls will be available with volunteers near the Selfie Point (Only for photo Purpose).
8. The Students will then go to **Room no. 210**, where they will submit the robe (Properly Folded) with cap and Scarf (After inspection it is to be put in plastic bag by the students.)
9. After Submission of robe and getting clearance, the student will collect the Original Degree in the same room after walking through Channel of steps.
10. Any error/correction in degree (if required) is to be reported to the Office with proper Application and Xerox Copy of Degree certificate after **18th January 2025**.

NOTE:

1. If your name is not in the list, then please contact office after 18th January 2025.
2. If your name is not there you will not be getting the robe and entry to Auditorium. Please do not argue with the staff on duty at Room no 211 or gate of Auditorium.