

IMPORTANT INSTRUCTIONS FOR STUDENTS WHO ARE ATTENDING CONVOCAATION CEREMONY IN PERSON

1. All students who have applied for Convocation in Person shall have to **COMPULSORILY** sign the declaration required by by-laws in CPS, between 10 am to 1 pm or 2 pm to 5 pm on Wednesday, **24/July/2019** or between 10 am to 2 pm on Thursday, **25/July/2019**.
Convocation shall not be allowed if not signed in advance before the ceremony day.
2. Convocation ceremony shall include:
 - a. *Incoming Procession lead by Secretary along with President, Guest and Council Members.*
 - b. *Welcome, Inauguration, National Anthem.*
 - c. *Guest Speech*
 - d. *Presidential Address*
 - e. *Distribution of Gold Medals & Prizes*
 - f. *Conferring of Fellowships*
 - g. *Conferring of Diploma & Certificates*
 - h. *End of Program and Leaving of procession.*
3. **STRICT CODE OF CONDUCT:**
 - a. *Entry in Convocation hall at 1:30 pm and occupy your designation seat.*
 - b. *No Entry in Convocation Hall without ACADEMIC GOWN.*
 - c. *Dress Code: Strictly FORMAL DRESS, No Jeans/T-Shirts, NO sleeper, NO sports shoes*
 - d. *No Mobile in hall (it shall be confiscated if found disturbing during Ceremony)*
 - e. *Candidate shall not be allowed to leave the hall until the end of the Ceremony.*
 - f. *Rise and remain standing during the incoming and outgoing of the council.*
4. Arrangement of supply of **Academic Gown** shall be made in CPS on hire basis.
 - a. Hiring charges Rs.300/- for academic gown & Refundable Security Deposit of Rs.2000/-
 - b. Total Rs.2300/- to be paid directly to the contractor authorized by CPS.
 - c. Gown can be hired between 11 am to 4 pm on **24/July/2019 or 25/July/2019**
5. Authorized Photographer shall be available for taking photographs of ceremony during the handing over of Degree/Diploma. Student can make advance booking for the same. Personal photographers and/or photography shall not be permitted in the convocation hall.
6. **FINE for In-Person to Absentia:** If the candidate remains absent after applying to receive the degree/diploma/membership in person at the convocation ceremony, the fees paid for the convocation shall be forfeited and the candidate shall have to pay Rs.1000/- by DD in favour of "College of Physicians and Surgeons of Mumbai" payable at Mumbai to CPS office, Mumbai as an additional charges to receive after the ceremony.
7. Candidates are not allowed to invite guests, parents, friends inside the convocation hall. However, live display of the ceremony shall be projected in the waiting area.

IMPORTANT INSTRUCTIONS FOR STUDENTS WHO ARE NOT ATTENDING CONVOCAATION CEREMONY AND SELECTED THE OPTION OF IN ABSENTIA

Students who have opted for "In Absentia" shall send declaration form along with Demand draft of Rs.300/- drawn in favour of "College of Physicians and Surgeons of Mumbai" payable at Mumbai to CPS office, Mumbai.
The format and other instructions of the declaration form shall be available online through CPS login from 27/July/2019 11:00 am to 16/August/2019 4:00 pm.



Dy. Secretary
College of Physicians & Surgeons of Mumbai

Declaration For IN PERSON

1. Candidates are strictly NOT entitled to make use of the designation FCPS/DIPLOMA/MCPS suffix until the FCPS/DIPLOMA/MCPS has been granted by the Council of the College of Physicians and Surgeons of Mumbai at the convocation.
2. The Convocation for conferring Fellowship/Diploma/Membership/Certificate will be held in the Convocation Hall of the College of Physicians and Surgeons of Mumbai.
3. Candidates whose application and fees are not received on or before the declared last date will not be permitted to take their Fellowship/Diploma/Membership/Certificate at convocation.
4. On production of fee receipt, candidates receiving their Fellowship/Diploma in person will be permitted to make the necessary declaration as required by the By-Laws STRICTLY on 24/July/2019 or 25/July/2019.
5. Candidates who have applied for receiving their Diplomas in person are requested to be in attendance at the College at 1:30 pm punctually, on the Convocation day i.e., on 26/July/2019. They must provide themselves with the full academic costume both gown and hood prescribed for the Diploma/Fellowship to which they seek admission. The college has no gowns or hoods available. However all the possible efforts will be made to supply gowns on hire through the contractor in the premises of the College on 24/Jul/2019 or 25/Jul/2019. Candidates who are not in their proper academic costume, will not be permitted to receive their Fellowship/Diploma/Membership/Certificate in person.
6. A candidate who intends to receive more than one diploma at the same Convocation should send a separate fee and a separate application for each diploma.
7. If a candidate who remains absent at the convocation ceremony, the fees paid for the receipt of certificate in the convocation ceremony will be forfeited. The candidate has to pay Rs.1000/- by DD in favour of 'College of Physicians and Surgeons of Mumbai' payable of Mumbai as an additional fees to receive the certificate thereafter.