



Convocation 2023

Circular No: MIC-07/65/2023/01

Date: 10 May 2023

To

SMT, Deans, Branch Managers, Teacher supports and Lectures

Convocation for 2023 will be held only in Male', on 18th November 2023. For the smooth process of convocation ceremony, the related policies are updated and available in college website. Please refer to the following policies to know specific processes and protocols to be followed. Also please share this circular with students who are expected to complete their course before 16th of September 2023.

1. Convocation policy
2. Certificates and official transcript issue policy
3. Fee Policy
4. Assessment Policy

Convocation process includes simple to complex tasks, timely completion of tasks is utmost importance for smooth and effectiveness of the event. For queries and questions please approach registrar.

Branch Managers, Senior Dean and Deans must send the programme audit forms as particular batches complete the program, to serectary.registrar@micollege.edu.mv, CC to registrar@micollege.edu.mv. Also, please note that early certification process will only be enabled until 31st September 2023.

Color Code for this graduation is CRIMSON RED AND GOLD.

Note:

All Graduands must apply for convocation through student data base, Smart School only (Mandatory), other means of applications will not be accepted. The application in SS is open and will be available to apply until 5th Oct 2023

Registrar,

MI College

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Timeline for the Convocation 2023

Convocation Timeline

March 1, 2023	Applications open for Convocation - 2023	Students
August 31, 2023	Last date to submit the supervision forms for the batches completing by 15 Aug 2023	Deans, Branch Managers
October 5, 2023	Final Date for Submission of Application for Convocation by students	Students
September 10, 2023	Check Course fee update on SS	Branch Managers, Finance dept, Students
September 20, 2023	Update Assessments on SS	Deans, Branch Managers
September 16, 2023	Latest batch completion date that will be accommodated for 18 November 2023 convocation	Deans, Branch Managers
September 23, 2023	Approved assessments on Smart School	Deans
September 25, 2023	Final Date for Submission of Supervision Forms to Registrar's Office	Deans, Branch Managers
September 30, 2023	Eligible gradunad list will be sent from registrars office to deans and BMs	Registrar
October 2, 2023	Final Date to approve convocation application of students in SS	Registrar
October 3, 2023	Verified Final list Signed by Senior Dean & Deans and resubmit to the Registrar's Office	Deans & BM
October 4, 2023	Students who are not eligible for convocation will be informed by Faculty Facilitators, Deans &	Deans & BM
October 1, 2023	Complete moving Students to Course Completed Status on SS	Deans
October 8, 2023	Final Graduant List Approval by Senate	Registrar
October 31, 2023	Deadline for convocation fee payment	Students
October 10, 2023	Finance department will start checking over due payment(convocation) status of students	Finance Dept.
November 4, 2023	Gown Issue start date	Finance Dept.
November 17, 2023	Gown Issue end date	Finance Dept.
November 12, 2023	Rehearsal Video Shared in the viber group	Students and MIC team
December 2, 2023	Gown return date (gown refund will be made after two weeks from returned date)	Finance Dept.

MIC Convocation - Saturday, 18 November 2023

Colour Theme - Crimson Red (B90E0A) & Gold