

**ST. XAVIER'S COLLEGE, MUMBAI**  
**GRADUATION CEREMONY - 2023**  
**GUIDELINES FOR ONLINE REGISTRATION**

Dear Graduating Students,

Congratulations on the successful completion of your Degree courses! You have indeed crossed a milestone in your journey. We are proud to extend a warm welcome to each one of you to the **Eleventh Graduation Ceremony** of the College which will be held on 30th June 2023 (Friday), 1st July 2023 (Saturday) in the Fr. Palacios College-Hall.

The Schedule for the Graduation Ceremony is as follows:

<b>30th June 2023 (Friday)</b>	5:30 pm onwards	TYBA MA - AIC
<b>1st July 2023 (Saturday)</b>		
Session I	2:30 pm – 4:30pm	TYBSC MSC-BOT MSC-GEO MSC-LSC MSC-MIC MSC-PHY
Session II	5:30pm onwards	TYBA MCJ (BMM) TYBMS TYBSC-IT TYBCOM MSC-BDA MSC-BIOTECH MA-PSY MPP

**PLEASE NOTE:**

- A Student is permitted to bring **ONLY ONE** parent/guardian/accompanying person for this graduation ceremony.
- **Allotment of a seat in the Hall to the above-mentioned person accompanying the graduate will be SOLELY BASED ON AVAILABILITY OF SEATS AFTER accommodating all the students graduating on that day.**

- **Once the maximum capacity of the Hall is reached**, the rest of the permitted parent / guardian/ accompanying person will be seated in the other venues (MMR/SCAVI/XIMR-assembly Hall) where live streaming will be available.

**LAST DATE FOR SUBMISSION OF REGISTRATION FORMS AND PAYMENT OF FEE IS 31<sup>st</sup> May 2023** (Payment modalities will be communicated to you shortly via your registered mobile number/email id).

**Read the following Instructions carefully before the Registration**

**Prior to filling up the google form:**

- Please **complete the online payment via the login credentials received on your registered mobile number/email id** and keep the transaction id and a pdf copy of the receipt for upload.*
- Register yourself at <https://alumni.xaviers.edu> (Go to the login page and complete the registration). Please preserve the screenshot of the last page which has to be uploaded within the google form.*

**For any payment related issues, please write to: [helpdesk@xaviers.edu](mailto:helpdesk@xaviers.edu)**

**For any other support write to: [graduation.ceremony@xaviers.edu](mailto:graduation.ceremony@xaviers.edu)**

- 1. Registration: Online payment followed by the submission of google form with the requisite details**
- 2. ‘ On the Spot’ Registration will NOT be allowed (A student is allowed to bring only 1 person)**
  - a. Registration Fee:** Includes (A Stole + refreshments + essential technical and logistical expenses + certificate processing fees)
  - b. Amount: Rs. 2200/- (A Student + one accompanying person only).**
  - c. Mode of payment: Online**
- 3. Submission of google form: <https://forms.gle/a8njfiJJciQC4xncA>**
- 4. Although attending the graduation ceremony is not mandatory, no one should keep away because of financial constraints. Financially deserving students may approach the Principal with a letter for concession.**
- 5. No refund of registration fees is possible for those who register and fail to attend the Graduation ceremony for any reason. However, those who register, but fail to pass all the courses shall be refunded only 20% of the Registration Fee, if they inform the college between 31<sup>st</sup> May 2023 and 15<sup>th</sup> June 2023.**

**6. DRESS CODE:**

- a. **INDIAN FORMAL** (Please adhere to the College Dress Code as mentioned in College Handbook) and carry your College – ID card.
- b. **Anyone not adhering to the above-mentioned Dress Code will not be a part of this Ceremony.**
- c. Please use comfortable footwear for walking down the ramp.

**7. Guidelines for the respective days of Graduation Ceremony**

**(Please follow the instructions given by the Professor-in-Charge)**

- a. **Reporting Time:** 1:00 pm sharp for the 2:30 pm session  
4:30 pm sharp for the 5:30 pm session
- b. **Reporting Venue:** Physics Laboratory (Ground Floor, Near the Basketball Court)
- c. The stole, food coupon will be issued against your Fee Receipt at the Physics Lab.
- d. **Registration Closure:** 30 minutes prior to the event (2:00 pm for the 2:30 pm session and 5 pm for the 5:30 pm session)
- e. The line-up for entry into the Hall will be in the corridors.
- f. Entry into the Hall, when the Ceremony starts, is in the order in which students would receive their Consolidated Marksheets.
- g. In order to save time, please face the camera while you greet the Chief Guest and receive your Consolidated Marksheet from him / her. Thereafter, walk down the ramp and return to your assigned seat.

**8. PHOTOGRAPHY: NOT ALLOWED DURING THE CEREMONY**

You may take photographs after the Ceremony ends.

**9. Refreshments will be served in the Canteen Foyer against the issued coupons after the Ceremony ends.**

**10. Please visit the college website ([www.xaviers.edu](http://www.xaviers.edu)) to see the DETAILED PROGRAMME SCHEDULE AND FOR ANY FURTHER INSTRUCTIONS.**

*The above information is subject to change. Please check college webpage for any updates*

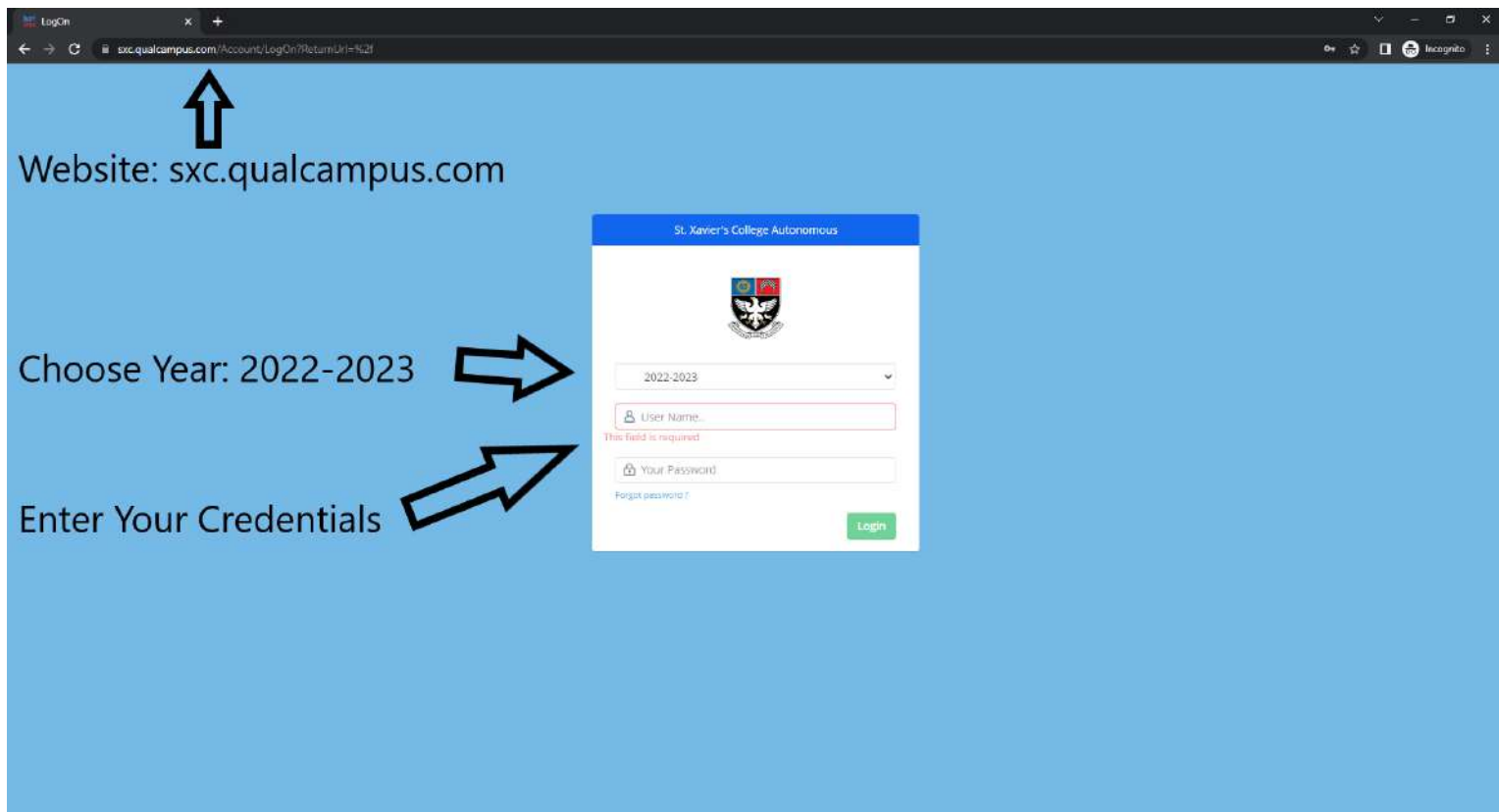
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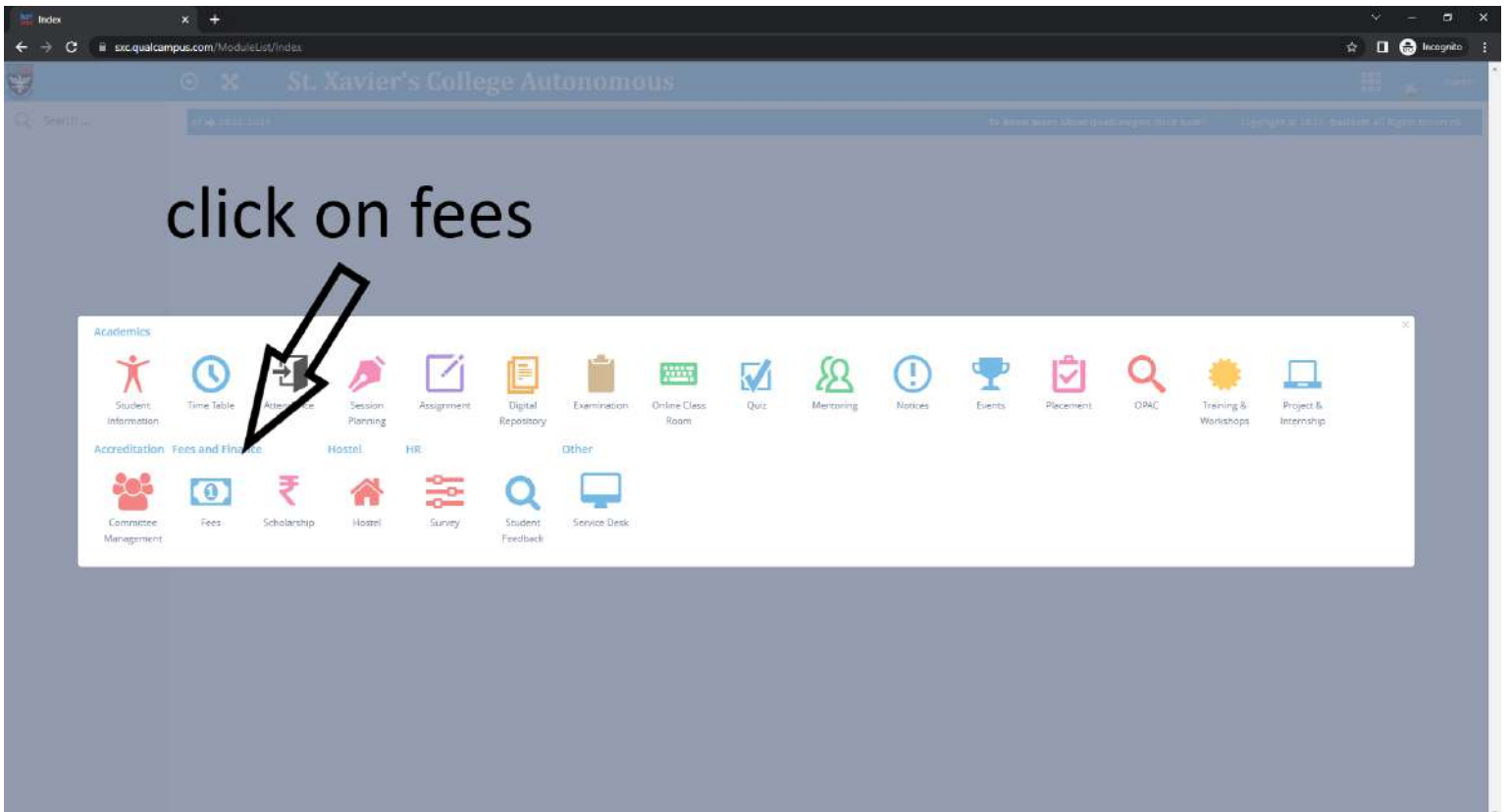
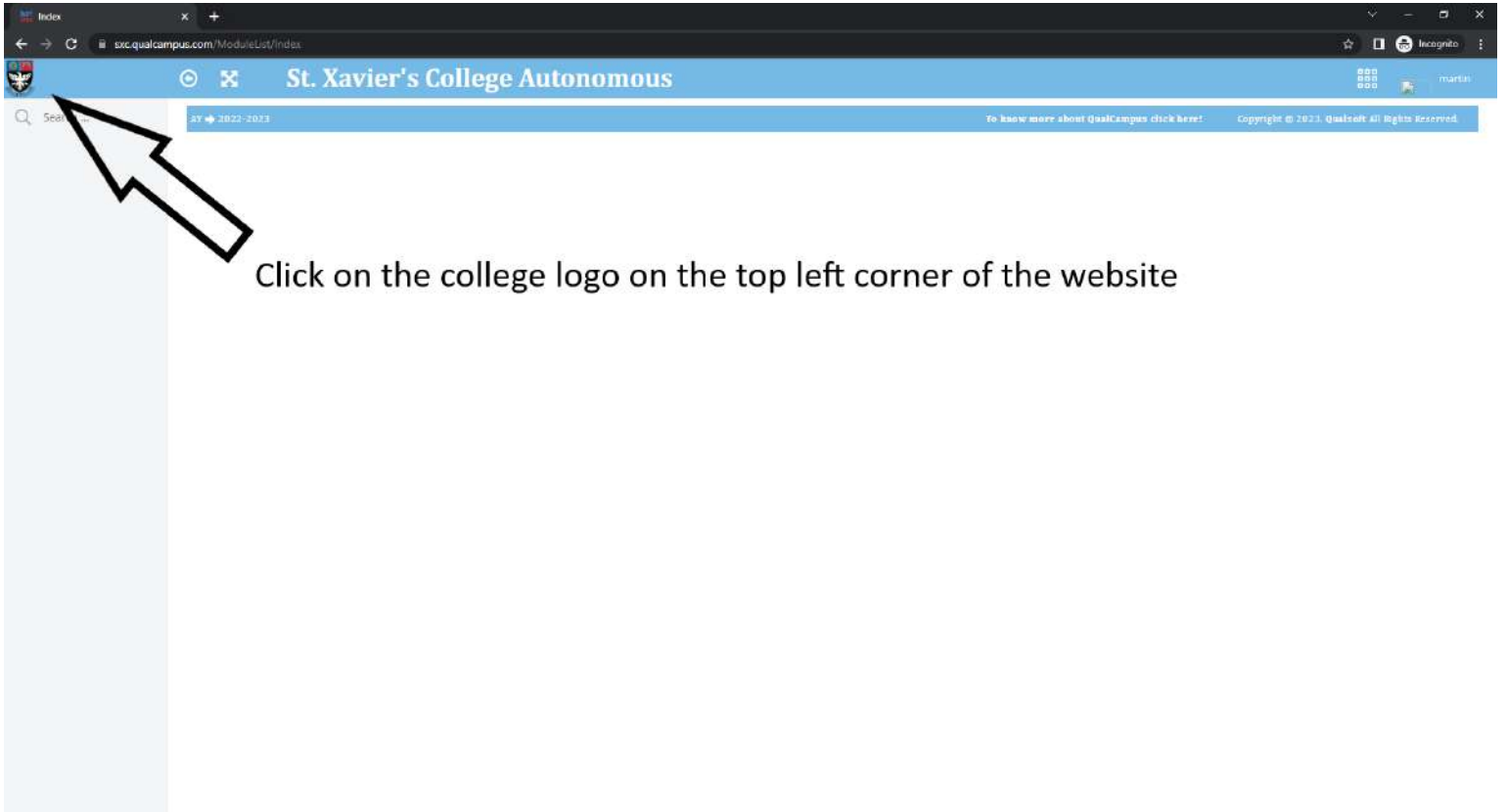
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## Instructions for Paying the Fees:

1. You would have received your username and password in your email as well as by SMS on the mobile
  - If you have not received the username and password by 18-05-2023 please fill out this form ( <https://forms.gle/AQra2eGaFdAcmZ7g6> ) and we will send the credentials within 24hrs after verification.
2. Open [sxc.qualcampus.com](http://sxc.qualcampus.com) on your browser
3. Enter your username and password; **ensure that the academic year is set to 2022-2023.**
4. Click on the college logo on the top left corner of the website then click on fees. (Refer to the Illustration Below)
5. Click on **Pay Misc. Fees** on the top left corner of the webpage
6. Then Click On **Pay Misc.** button
7. Click on **PAY** and complete the payment
8. After Completing the payment, you can download your Convocation Fees receipt by clicking on **View Misc. Receipts** on the top left of the website.

For any queries regarding the payment write to us at [helpdesk@xaviers.edu](mailto:helpdesk@xaviers.edu)





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St. Xavier's College Autonomous

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Search ...

Pay Misc. Fees

Welcome to Fees Module

- Please DO NOT abort the Payment Transactions and DO NOT Reload the Page while making Payment ONLINE.
- Connect with uninterrupted internet connection
- If Payment is deducted and receipt is NOT generated, the RECEIPT will get generated automatically.

Basic Info

SR No. : SXCBA.192000002 Name : Martin Fernandes Total Balance : 0

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**Click on Pay Misc. Fees**

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**Click On Pay Misc.**

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Pay Misc.

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Miscellaneous Fees List - Martin Fernandes

Show 10 Rows

Class	Fees Title	Amount
First Year-A	Convocation Fees	2200.0

Showing 1 to 1 of 1 entries

Pay

Click on **PAY** and complete the payment

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