

Chowgule Education Society's



Parvatibai Chowgule College of Arts and Science  
(Autonomous)

Accredited by NAAC with Grade 'A+'  
Best Affiliated College-Goa University Silver Jubilee Year Award

**Notice**

**Collection of Pre-Graduation Gown and Certificate**

As you prepare for your upcoming graduation, please note the following important instructions for collecting your Pre-Graduation Gown and Certificate:

**Collection Dates: 24th March to 27th March 2025 (Monday to Thursday)**

**Location: College Co-op**

**Process: First-come, first-served basis with a queue system**

**Fees: Rs 200/- (cash only)**

- **Please ensure you collect your items within the specified dates.**
- **All students must wear the Pre-Graduation Gown and carry their Pre-Graduation Certificate on 28<sup>th</sup> March 2025 for the ceremony.**

| <b>SCHEDULE FOR FEE PAYMENT, COLLECTION OF GOWN AND CERTIFICATE</b> |  |                              |   |                |                             |
|---|--|------------------------------|---|----------------|-----------------------------|
| <b>Sr No.</b>   | <b>Task</b>  | <b>Date</b>                  | <b>Department</b>   | <b>Session</b> | <b>Timings</b>              |
| 1   | a. Registration<br>b. Payment of fees<br>c. Collection of gowns<br>d. Collection of certificates | 24/3/2025                    | Social Science  | Morning        | 10.00 am to 1.00 pm         |
| 2   |  | 24/3/2025                    | Languages   | Evening        | 2.00 pm to 4.00 pm          |
| 3   |  | 25/03/2025                   | Zoology<br>Biotechnology<br>Biochemistry<br>Chemistry<br>Geology      | Morning        | 10.00 am to 1.00 pm         |
| 4   |  | 25/03/2025                   | Computer Science,<br>Mathematics<br>Physics<br>Botany<br>Bvoc         | Evening        | 2.00 pm to 4.00 pm          |
| 5   |  | 26/03/2025                   | PG(Arts/Science)/<br>PGDiploma  | Morning        | 10.00 am to 1.00 pm         |
|   |  |                              | All those who could not collect the gowns on the days mentioned above | Evening        | 2.00 pm to 4.00 pm          |
| 7   |  | 27/03/2025                   | Faculty   | Morning        | 10.00 am to 1.00 pm         |
| 8   | <b>Return of Gowns</b>   | <b>29/3/2025 to 2/4/2025</b> | <b>Students/Faculty</b>   | <b>Morning</b> | <b>10..0 am to 12.30 am</b> |
|   |  |                              |   | <b>Evening</b> | <b>2.00 pm to 4.00 pm</b>   |

**The procedure (given below) includes fee payment, collection of the Gown and certificate, and the return of the Gown.**

1. **Registration (Counter 1):** Register your name on the registration counter
2. **Payment Counter (Counter 2):** A fee of ₹200 must be paid for the Gown.
3. **Gown Collection Counter (Counter 3):** After payment of fees, produce the receipt on the gown collection counter and collect your Gown (please ensure you take all relevant pieces(Gown, hood and cap) ).
4. **Certificate Collection(Counter 4):** Collect your certificate

**5. Return of Gowns:**

- a. Gowns must be returned on 29<sup>th</sup> March 2025 till 2<sup>nd</sup> April 2025.
- b. **Return Venue: Estate Office**

**Caution: Prevent Damage to the Gown**

**To avoid damage, please follow these guidelines:**

- a. Do not stain the Gown with food, beverages, lipstick/makeup stains or ink etc.
- b. Avoid tearing or misplacing any part of the Gown.
- c. Please do not iron the Gown at high temperatures, as it may damage the fabric.
- d. Keep the Gown in a dry place to prevent mould or bad odour.
- e. Ensure the Gown is not lost or exchanged with another student.
- f. Return the Gown in the same condition as received to avoid additional charges.

**Note: If the Gown is lost or damaged, students will be required to pay the original market price of the Gown.**

Your cooperation is essential in ensuring the smooth conduct of the event.

**Date : 19<sup>th</sup> March 2025**

**Sd/-**

**PRINCIPAL**