



Chartered Institute of Personnel Management Sri Lanka (Inc.)

ANNUAL GRADUATION CEREMONY – 2019

30thOctober 2019 at the BMICH, Colombo

Dear Graduand / Diplomate,

General Instructions to Graduands and Diplomates

The Annual Graduation Ceremony of the Chartered Institute of Personnel Management Sri Lanka (Inc.) will be held at the Main Hall of the **BMICH, Colombo – on Wednesday, 30th October 2019**. Graduands and Diplomates will be duly conferred their awards at this Graduation.

- 1) You are required to collect your cloak on **25th(Friday) or 26th(Saturday) or 27th (Sunday) of October 2019 between 9:30 am and 4:00 pm** from the member's lounge (05th Floor) of the Chartered Institute of Personnel Management, Sri Lanka, "HR House", No 43, Vijaya Kumaranathunga Mawatha, Colombo 05. You are required to produce the **Student Record Book or a Valid Identity Card** to obtain your cloak and should fill and return the form attached to this letter.

- 2) Please note that the following payments have to be made as Graduation Fee:
 - a. National Diploma in Training and HR Development - Rs. 10,000/=
 - b. Professional Qualification in Human Resource Management - Rs. 10,000/=
 - c. MSc in Human Resource Management and Development - Rs. 10,000/=

3) Your registration table number and the seat number will be issued on the day you call over to collect the Cloak and the invitation.

a. You are hereby requested to make the payment at any branch of Hatton National Bank to the credit of CIPM Current Account No. 0030-10 151962, before collecting the cloak. ‘Customer Deposit Slip’ of your payment should be handed over to the reception of IPM at the time of collecting your cloak. Or you can make the online payment via <https://ipg.cipmlk.org/Payments/IPMPayments/StudentPayment>

b. If you pay bank via Bank / Cash Deposit Machine – CDM (Your Name and National Identity Card Number should be please written on the Deposit Slip for identification of payee)

4) You will also be issued with **three [03] invitation cards** for this graduation (one for you and the other two for your guests for the graduation you are requested to be present). *Please note that you need to obtain an additional invitation which will cost **Rs. 3500/=** if you wish to bring an additional guest. **These will be only issued on first come first served basis as there is only a limited seat for the additional guests.***

5) Graduands / Diplomates scheduled for the Graduation on 30th October 2019, ought to assemble at the Foyer of the Main Hall of the BMICH – on the graduation day as follows.

- **The registration will begin at 12:30 PM and be closed at 02:30 PM.**

***Note: Refreshments will be served at the end of the graduation.** A separate token will be given by CIPM.*

6) You are kindly requested to occupy the seat allocated to you as per the number assigned to you. When your name is read out by the compere, you are expected to present yourself on the stage to receive your certificate / Scroll. Once you are awarded the certificate / Scroll, you should return to the same seat that you occupied earlier.

- 7) Please note that no Photographers are allowed inside the Graduation Hall. **You will not be permitted to take cameras, cellular telephones, and other Electronic devices into the hall. Children under 15 years will not be allowed to enter the hall.** The Institute will provide a photographer and you may make arrangements with him and make the payment for your photograph when you come to collect your cloak on **25th (Friday) or 26th (Saturday) or 27th (Sunday) of October 2019 between 9:30 am and 4:00 pm** (Please read the attached letter from the Official Photographer of CIPM). **An official batch photograph will be taken at the end of each Graduation session.**
- 8) Graduands / Diplomates are kindly requested to return their cloaks after the Graduation, to the Chartered **Institute of Personnel Management on or before 10th November 2019**. The Certificates can be collected from the **Examination Division from 10th November 2019 onwards between 9.00 AM to 5.00 PM**. Your Student Record Book and the receipts indicating that you have paid all dues and the returned the cloak should be submitted to the Examination division at the Business School in order to collect your certificates. Under no circumstances will the Certificate be issued **if you do not** submit the Student Record Book and the cloak. If the cloak is not returned on the dates specified, a **Penalty of Rs. 500/= per day** will be levied. Research Reports will be returned to the Graduands / Diplomates with the academic transcript from **10th November 2019 to 20th December 2019. (Please note that the Examination department will not be responsible for handing over research reports to students beyond this date)**
- 9) National costume or lounge suit with collars and ties should be worn by Males. The Institute welcomes a splash of colour from ladies, in **saree**.
- 10) All persons (both Recipients and Guests) attending the Convocation are requested to help us to maintain the decorum of the occasion by remaining in their seats till the proceedings of the Graduation are closed by the Secretary.
- 11) As limited seats are provided; your guests are advised to enter the Hall early. You and your guests are kindly requested to strictly follow these instructions in order to ensure a smooth graduation ceremony.
- 12) You should return all books borrowed from the library before graduation.

13) Please bring this letter together with the duly completed 'Form A/2019', 'Photo Request Form', and the 'Data Gathering Form' when you come to collect your cloak. (All these forms are attached with this letter). You can also collect the application form for obtaining the membership of CIPM.

14) **Graduation Ball 2019** CIPM Sri Lanka has organized the Graduation Ball to commemorate your academic success. Get ready for the Graduation Ball 2019 and make your Graduation day even more special and memorable. The Graduation Ball 2019 will be held the same day of your Graduation, 30th October 2019 from 7.00 PM onwards at the banquet hall of BMICH. Those who graduated this year 2019 are eligible to participate for the Graduation Ball 2019. Since limited seats are available (200 seats) graduands are requested to purchase the ticket which is priced at Rs.2000/-. You can bring an additional partner and the cost of the ticket for the partner is priced at Rs.3500. Tickets can be purchased at the time of collecting your cloaks.

Please note that the tickets will be sold on First Come First Served basis.

We seek your kind cooperation to make this event a very successful event.

Thank you and wish you all Best!

Yours faithfully,

Indika Wijayasriwardana

Senior Manager Examinations

Chartered Institute of Personnel Management Sri Lanka (Inc.)

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04th October 2019