MARY MATHA
COLLEGE OF ARTS AND SCIENCE (Co-Ed)
Accredited with B++ Grade by NAAC in First Cycle
Affiliated to Madurai Kamaraj University | A College Managed by CMI Fathers
Approved by UGC Under Section 2(f) Status | An ISO 9001:2015 Certified Institution
Nallakaruppanpatty, Periyakulam East, Theni Dt. 625 604, Tamil Nadu, India.

# 16TH ANNUAL DAY CELEBRATIONS

## Subject: Important Instructions for staff and students.

**Dear HoDs, In-Charges, Teaching, and Administrative Staff,**

As we prepare for the 16th Annual Day Celebrations scheduled for tomorrow, March 14, 2025, please note the following instructions to ensure a smooth and successful event:

1. **Rehearsals:** Students involved in practicing, rehearsing, and finalizing cultural programs are permitted to be excused from afternoon classes today.
2. **Dress Code:** All staff and students must adhere to a formal and appropriate dress code and wear their College IDs throughout the event—no exceptions.
3. **Event Timing:** Entry to the formal program begins at 9:30 AM sharp. All participants must be seated in the auditorium between 9:30 AM and 9:50 AM.
4. **Attendance:** Full participation in the formal program is mandatory for all students (residential and non-residential) and staff. Skipping the formal session will not be tolerated.
5. **Transportation:** College buses will depart in time to ensure all students arrive on campus by 9:30 AM at the latest.
6. **Discipline Oversight:** The Discipline Committee is responsible for monitoring students and ensuring they proceed to the auditorium promptly.
7. **Conduct:** Students are expected to actively participate in both the morning formal session and the afternoon cultural events. All attendees must maintain discipline and decorum throughout the day. Any misconduct will result in immediate removal from the auditorium and further disciplinary action.
8. **Seating for Cultural Programs:** Dr. APJ Abdul Kalam Auditorium has a capacity of 1,200. Therefore, entry to the afternoon cultural programs will be on a **first-come, first-served basis**. Entry processing begins at 1:50 PM, and no one will be admitted without a valid College ID.

Your cooperation and commitment are vital to make this Annual Day Celebrations a resounding success. Thank you for your support!

**MMC Management**