

**BOARD/SENATE MEETING AND CONVOCATION – DECEMBER 2017:  
CIRCULAR – II  
(INFORMATION FOR MEMBERS - BOARD AND SENATE)**

- 1. HOST:** CSI Synod Secretariat, Chennai  
Diocese of Madras  
United Evangelical Lutheran Church in India  
Gurukul Lutheran Theological College and  
Research Institute, Chennai
- 2. VENUE:**
- I. BOARD & SENATE MEETING:** CSI Synod Secretariat, 5, Whites Road,  
Royapettah, Chennai – 600 014
- II. COMMEMORATION SERVICE:** LITE Centre, 17, Balfour Road, Behind Bain  
School, Kilpauk, Chennai, Tamil Nadu  
600010
- III. CONVOCATION:** LITE Centre, 17, Balfour Road, Behind Bain  
School, Kilpauk, Chennai, Tamil Nadu  
600010
- 3. DATES:** December 04, 2017-Board Seminar (Morning)  
December 04, 2017-Board Meeting (Afternoon)  
December 05, 2017-Board Meeting (Morning)  
December 05, 2017-Senate Meeting (Afternoon)  
December 06, 2017- Senate Meeting (Full day)  
December 07, 2017 - Convocation

- 4. HOW TO REACH:**  
**The CSI Centre** is located in the heart of Chennai, 15 kms. from Airport, on No. 5, Whites Road in Royapettah, in close proximity to the Mount Road and in diagonally opposite to the Express Avenue, 45 minutes travel by road, 5 kms. from Central Railway station (15 minutes drive by road), 4 kms. from Egmore Railway station (10 minutes drive by road), and 10 kms. from Koyambedu bus stand (45 minutes drive by road).

- 5. CONTACT PERSON:** **Rev. Asir Ebenezer, Director, CSI SEVA**  
Mobile No. 9840124741  
E-mail id: asirindia@gmail.com

**6. ARRIVAL AND DEPARTURE OF THE PERSONS ATTENDING THE EVENT:**

	<b>No.</b>	<b>Arrival</b>	<b>Departure</b>
<i>Board &amp; Senate</i>	110	December 3, 2017	December 8, 2017
<i>Students</i>	500	December 6, 2017	December 7/8, 2017

**7. ACCOMMODATION AND FOOD:**

The CSI Synod Centre will make arrangement for your accommodation from 3<sup>rd</sup> December to 8<sup>th</sup> December and food from 3<sup>rd</sup> December to lunch on 7<sup>th</sup> December and **Convocation Dinner will be served at the LITE Centre**, which is the venue for the Convocation. **If you prefer to have accommodation, at your own cost, other than the accommodation provided by the CSI Synod**

**Centre, you may inform the contact person as stated above.** We will arrange transportation to the LITE Centre on the Convocation day.

You are requested to inform your plan of arrival and departure by using the enclosed Form by **September 30, 2017** to the Registrar, Senate of Serampore College, through [registrarsenate@yahoo.in](mailto:registrarsenate@yahoo.in) with a copy to Rev. Asir Ebenezer, Director, CSI SEVA through [asirindia@gmail.com](mailto:asirindia@gmail.com)

#### **8. DAILY TIMINGS: (TENTATIVE)**

The CSI Synod Centre will provide meals and refreshments as suggested below:

Breakfast	-	07.30 a.m. – 08:30 a.m.
Coffee	-	10.30 a.m.
Lunch	-	01.00 p.m.
Afternoon Tea	-	04.00 p.m.
Dinner	-	07.00 p.m.

Mid-day coffee and evening tea with snacks will be served at the place of the meeting.

#### **9. COMMEMORATION SERVICE:**

There will be a Commemoration Service on 7<sup>th</sup> December at 8.00 a.m. at the Convocation venue (LITE Centre)

#### **10. REHEARSAL:**

Rehearsal for the Convocation Ceremony and checking of the graduates attending Convocation will take place just after the Commemoration Service on 7<sup>th</sup> December, 2017. **All Principals and Head of the Institutions are requested to attend the Rehearsal as they are expected to call out the names of the graduates of their College/Seminary/Institutions.**

#### **11. TRAVEL RE-IMBURSEMENT:**

- A. Senate Members, who are not Principals & Board Institution Members
- B. Nomination to the Board
  - i. Church Representatives
  - ii. Secular Educationist
  - iii. Teacher Representatives
  - iv. Student Representatives
  - v. Co-opted Members
  - vi. Serampore College Council Nomination
- C. Officers of the SSC/BTESSC
- D. Dean, Research/SATHRI
- E. Dean, Extension Program/SCEPTRE

**THE MEMBERS OF BTESSC ARE REQUESTED TO TAKE CARE OF THE TRAVEL EXPENSES OF THEIR PRINCIPAL/REPRESENTATIVES AS AGREED AT THE SENATE MEETING IN 2008.**

**All the members of the Senate and Board will be advised to buy their own tickets.**

#### **12. TRANSPORTATION**

The CSI Synod will make arrangements for transportation of the delegates, members and Principals from the Airport/Railway Station **only upon receiving the information of arrival and departure,**

**well in advance.** However, it is easy to reach at the CSI Synod Secretariat, 5, Whites Road, Royapettah, Chennai- 600 014

**13. TYPE OF WEATHER**

Usually Chennai is very pleasant in the month of December.

**14. RETURN JOURNEY**

Members are requested to make their own arrangements for booking of return journey.

**15. TIMINGS OF THE FUNCTIONS ON THE CONVOCATION DAY: (TENTATIVE)**

Commemoration Service	08:00 a.m. – 08:50 a.m.
Tea Break	09:00 a.m. – 09:15 a.m.
Rehearsal	09:15 a.m. – 12:00 hrs.
Lunch Break	12:30 p.m. – 02:00 p.m.
Convocation Photo	02:15 p.m. – 02:45 p.m.
Convocation Tea	02:45 p.m. – 03:00 p.m.
Convocation Ceremony	03.30 p.m. – 06:00 p.m.
Return of gowns and hoods	06:00 p.m. – 06:30 p.m.

**16. GOWN & HOOD:**

Principals of affiliated Colleges and Senators are requested to bring their own gown and hood to take part in the Convocation Ceremony as it is no longer possible to provide the same due to increase in the number of graduates and Colleges.

**17. CORRESPONDENCE:**

All the matters related to Senate/Board meetings along with the submission of Itinerary Form should be addressed to the Registrar, Senate of Serampore College, Serampore- 712201, Dist. Hooghly, West Bengal (registrarsenate@yahoo.in). Please send the Itinerary Form on or before **September 30, 2017**.

Principals of Affiliated Colleges are requested to inform the Registrar of Senate of Serampore College about the attendance of the graduates **by October 31, 2017**.

**REGISTRAR**