



JAYA SAKTHI ENGINEERING COLLEGE

Thiruninravur – 602 024

INSTRUCTIONS TO GRADUANDS

1. The Alumni Registration fee for Rs.400/- (300 graduation fees + 100 for photo) should be paid by D.D/Cash on or before 05- 09- 2018. Only for registered graduands degree will be awarded on 06-09-2018.
2. Graduands and their parents should be seated in their respective places before 1:30 pm (should bring the visitor pass for entry to the auditorium).
3. NO GRADUAND WILL BE ALLOWED TO ENTER THE GRADUATION HALL AFTER 2.00 pm.
4. All Graduands are requested to attend the function in formal dress.
5. Graduands are earnestly requested to observe strict silence during the time of the proceedings of the graduation ceremony.
6. All are requested to rise from their seats when the academic procession enters the hall and remain standing until the members of the procession have taken their seats.
7. Graduands are specially requested to repeat audibly the pledge administered by the Chief Guest.
8. After received the degree the Graduands must be seated in their respective seats until the Graduation ceremony is over.
9. When the graduation ceremony is over, all will remain standing in their places until the academic procession leaves the hall.
10. A refundable deposit of Rs.100/- to be paid on 06-09-2018 for hiring Graduation robes.
11. Rs. 100/- to be paid for Graduation photo at the fees counter while paying registration fees.
12. No cell phone/Camera will be allowed in the Graduation hall.
13. Invitees are requested not to bring the children below 10 years with them.
14. A separate place will be allotted for the accompanying persons. The parents are also requested to maintain silence during the function.
15. NO GRADUAND WILL BE ALLOWED TO ENTER THE GRADUATION HALL WITHOUT INVITATION.
16. **OUTSIDE PHOTOGRAPHERS ARE NOT ALLOWED.**
17. All the Graduates & participants strictly informed that should not move until the programmes end. We expect your kind cooperation.

VENUE: Jaya Engineering College premises

Visit our **Website @ www.sakthiec.edu.in** for further details.

CONFIRMATION LETTER

From

To

The Principal,
Jaya Sakthi Engineering College,
Thiruninravur – 602 024.

Dear Sir,

I acknowledge the receipt of the intimation of the Graduation function, I am interested to attend the function in person. Cash or Demand draft of No dated drawn from the bank for Rs.400/- towards Registration is sent here with. I request you to register my name.

Thanking you,

Signature and Name in block letters

Name :

Reg. No :

Branch :

Batch : 2013-2017

JAYA SAKTHI ENGINEERING COLLEGE

Thiruninravur-602 024

8th GRADUATION DAY

6th September 2018 at 2.00 p.m.

REGISTRATION FORM

Name of the Graduand :

Year of Passing :

Course / Branch :

Communication Address :

Mobile / Phone No. :

E-Mail ID :

Present Status : Higher Studies / Job / Others

Details of Higher Study :

Name and Address of the Organization/Company :

Position held :

Comments :

Signature of the Student