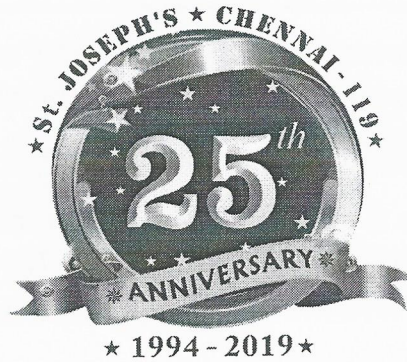


**St. JOSEPH'S COLLEGE OF ENGINEERING
St. JOSEPH'S INSTITUTE OF TECHNOLOGY**

St. Joseph's Group of Institutions

**OLD MAMALLAPURAM ROAD,
CHENNAI - 600 119.**



Dear Josephite,

We are pleased to inform you that you have been awarded Degree in the convocation held at Anna University in **22nd December 2018**. The Degree will be conferred on you at the convocation which is to be held in our college **on Saturday 13th July 2019**.

You are requested to attend the convocation and collect the Degree Certificate on the Graduation Day, after completing the registration with the Department.

Managing Director, Director, Principal and all Members of the Staff send their greetings to you and would like to meet you on this memorable day.

Yours,


CHAIRMAN 180619

Note to Parents:

1. **Parents may be allowed** to view the function at the time of photo session only (as per schedule no.6) – Kindly **get the prior permission** from the Dept HOD.
2. If your ward is not able to attend the Convocation on that day, you are requested to come and collect the degree certificate from the respective HODs only between **15th July and 20th July**. Kindly get the authorization letter from your ward for collecting the Degree Certificate.

Instructions for Graduation Day

1. All the Graduands are expected to attend the function with proper dress code
No T-Shirt - Jeans - beard - long hair and coloured hair

The usual dress code you have followed during your college days here at St. Joseph's

2. Kindly furnish your latest e-mail id, and **copy of your Appointment Order/ Admission Letter** to your Department at the time of registration.
3. Graduands are not permitted to use their cell phone inside the Campus.
4. Since this function is a very formal one, we expect that discipline and decorum should be maintained during the function. Hence chatting, speaking loudly and whistling are not allowed.
5. Once the Function starts no one will be allowed to enter or leave the Auditorium. The Auditorium doors will remain closed until the Main Function gets over.
6. Collect your robes from the departments and hand over the same to your department when the function is over. **Rs.200 can be deposited** for collecting the robes and **it will be returned to you** while handing over the robes to the departments.
7. For all the graduands photos will be taken on stage and it will be sent to **your personal e-mail address.**

Schedule for Graduation Day

	TECH	ENGG
1. Registration and collect Robe in Department	9.00 to 10.20	10.30 to 11.20
2. Entry in to Auditorium	till 10.30	till 11.30
3. Auditorium Entry closed	from 10.40	from 11.40
4. Procession	at 10.45	at 11.45
5. Graduation day Function	10.50 to 11.40	11.50 to 1.20
6. a) Individual Photo Session	from 11.40	from 1.20
b) Visitor entry to Auditorium		
c) Lunch		

For the convenience of the Parents and their family members, College has made arrangements for live telecast of Graduation Day function through our College official website.