

**St. Peter's Engineering College
Avadi, Chennai – 600 054.**

Dear Student,

Congratulations. The Management, Principal and faculty are happy to inform you that the Annual Convocation / Graduation Day is scheduled to be held on the Forenoon of 9th March 2007 in the college premises for the candidates who passed out in April / May 2006. You are cordially invited to receive the degree in person.

Please fill in the details in the attached proforma and return immediately for making further arrangements. Invitation will be sent to your address as soon as it is ready. Graduands are necessarily required to be present in the venue by 8.00 am on 9th March 2007.

You can also send your confirmation through e.mail to spec_convocation@yahoo.co.in

PRINCIPAL.

Please return the Proforma immediately

PROFORMA

ANNUAL CONVOCATION / GRADUATION DAY

Date : 9th March 2007, Forenoon

Name of the Graduand :
Department and Roll No. :
Attending the Convocation : Yes / No
No. of Guests accompanying the students :
(limited to a maximum of two)
Date :

Signature of Graduand

The following guidelines are issued to be followed strictly:

- Registration has to be done between 8.00 am and 9.00 am on 09.03.07.
- Convocation dress has to be hired from the vendor arranged in the campus with an advance of Rs. 100/- on return of the same, Rs. 70/- will be refunded. Vendor will be available from 7.30 am onwards.
- Dress rehearsal will be between 9.00 am and 9.30 am
- Guests will be allowed to take their seats between 9.30 am and 10.00 am
- Only official photographers will be allowed to take photographs during the ceremony. You have to fix with them earlier, if you want to be photographed when receiving the degree.
- Please bring the invitation with you
- Please stand up when the academic procession enters the venue and remain standing till the members take their seats.
- Graduands are requested to take their pledge audibly when administered
- Please do not bring children
- Please avoid the use of cell phones and pagers
- Please remain standing till the academic procession leaves the venue.
- Management is providing lunch for graduands and guests.

We request your kind cooperation for conducting the convocation in a fitting and grand manner.