**Date: 21.09.2022**

Dear Alumni,

Greetings! We are so happy to inform you that we are going to conduct “**19th and 20th Graduation Days”** ( For **2020 and 2021 Passed Out Students**) on 22nd October **2022** **(Saturday)** at **11.00 A.M**. in the college premises. **Mr. A. ABTHUL RAZEETH, Principal Software Engineer, Logiteh Engineering & Designs India Private Limited (Alumni of SAEC, 1998- 2002 Batch) will** be the Chief Guest **and Mrs. D. Lakshmi, Scientist Engineer – SF, Head SES, Quality Division, Vikram Sarabhai Space Center; Thiruvananthapuram (Alumni of SAEC, 1999- 2003 Batch)** will be the Guest of Honor. On behalf of the Management, Principal, Faculty Members & Staff members of our college, I take immense pleasure to invite you to attend the Graduation Day function.

Herewith I have enclosed the Graduation Day admit form (Google Form) and general instructions about Graduation Day. Kindly fill the Google Form and send the same to us on or before **19th October 2022** **(Wednesday).**

With warm regards

**Encl**: - 1. General Instructions **PRINCIPAL**

**IMPORTANT POINTS**

1. Registration for the Graduation Day should be done using Google form link:

<https://bit.ly/saecgday2022>

1. **The graduates of 2020 Passed Out students are informed to hand over their degree certificates to the registration desk or to the Convener of the Graduation Day well in advance in order to receive the degree on stage. This will be applicable for those who received their degrees in the last year.**
2. Lunch will be arranged for Graduates and Parents at **1.00 P.M.** in the College premises.
3. Buses will be started from Ramanathapuram and Paramakudi at **8.15 A.M.**
4. Registration will be done at the college premises between **9.00 A.M. and 9.45 A.M.** The Graduates will not be allowed inside the Graduation Day Hall without registration. **After 9.45 A.M.** no graduate will be allowed for registration.
5. Graduates are requested to bring **Rs 250/-** to pay advance for getting the Graduation Day Dress. The amount will be refunded after returning the dress safely. Also, Graduates are requested to bring **Rs 230/-** for getting photograph and DVD of the Graduation Day ceremony, if required.
6. **Graduates should follow decent dress code and should not wear Jeans pant and T- Shirt.**
7. Usage of cellular phone and camera inside the hall is strictly prohibited.
8. Do not bring any children with you.

**General Instructions**

1. The graduates who are willing to attend the **19th & 20th Graduation Day** are requested to fill up Google form and submit it immediately on or before **19.10.2022** . Please fill up all the details in the Google form.
2. The graduates of 2020 Passed Out students are informed to hand over their degree certificates to the registration desk or to the Convener of the Graduation Day well in advance in order to receive the degree on stage. This will be applicable for those who received their degrees in the last year.
3. We entertain your confirmation to participate in the programme only by **Google Form.**
4. **We request the graduates to be present in the campus before 9.45 A.M. and get yourself at the registration desk for us to know your presence for the ceremony. Those who are coming after 9.45 A.M. will not be allowed to participate in the function. This will be strictly followed to enhance the smooth and efficient conduction of the programme**.
5. **Every Graduate will be provided with a Pre-allotted seat which will be arranged in the alphabetical order, you are requested to find your seat and occupy the same at least 45 minutes before the commencement of the programme. Please do not change your seating position for any reason because that would affect the entire system. More over you are expected not to leave the hall till the end of the programme**.
6. We earnestly request you to be disciplined and maintain the decorum expected of you and make every one to feel the occasion a solemn one, which every one will cherish for years to come. **You are strictly forbidden from using cell phones inside the hall.**
7. The robes (Graduation Day dress) will be provided in the college campus. You are requested to return it safe at the end of the function. **You are requested to bring Rs 250/- to pay advance for getting the Graduation Day Dress. The amount will be refunded after returning the dress safely**. **Also, you are requested to bring Rs 230/- for getting photograph and DVD of the Graduation Day ceremony, if required.**
8. The number of persons accompanying the graduate is restricted to **two only**. Do not bring children with you. Kindly adhere to this norm.
9. As lunch will be provided for both the graduates as well as the accompanying persons, you are requested to specify correct information in the Graduation Day admit form, the choice of food Veg. / Non Veg. respectively to avoid mess in the mess.

9. Kind co-operation from your side is requested for grand success of the function.

10. For further details please contact:

# Prof. Dr. G. Mahendran, Professor and Head, ECE

Convener, 19th & 20th Graduation Day , Syed Ammal Engineering College, Ramanathapuram

Email: [**graduationday2022@syedengg.ac.in**](mailto:graduationday2022@syedengg.ac.in)Mobile**: 9842072052, 9994205270** Google Form Link: <https://bit.ly/saecgday2022>