



SAKTHI ENGINEERING COLLEGE
Thiruninravur – 602 024

Dear Graduand,

We are glad to inform you that the 4th Graduation day of our college is scheduled to be held on **25.05.2014 (Sunday) at 10.00 a.m.** You are cordially invited to come personally and receive the degree certificates. In this connection you have to register your name with a Registration fee of **Rs. 300/-** (Should be paid either by D.D. in favour of Sakthi Engineering College payable at Chennai or by cash) at the college cash counter. Also a refundable deposit of **Rs. 200/-** has to be paid for collecting your Graduation Robes. The registration form enclosed should be completed and sent to the college along with the registration fee on or before 21.05.2014. Only the graduands, who register their names by 21.05.2014, will be allowed to receive the certificates in person. Spot registration will not be entertained.

The registered graduands must be seated in their respective allotted seats before 9.00 a.m. No graduand will be allowed to get inside the hall after 9.30 a.m. Also you are requested not to bring cell phones and cameras inside the hall. The graduands alone will be allowed inside the graduation Hall and a separate place will be allotted for the accompanying Guests. We request you to strictly follow the instructions to the graduands as printed in the formal invitation. Looking forward to your cooperation in making this graduation ceremony a memorable event.

A formal invitation will be sent to you soon.

Visit our Website: www.sakthiec.edu.in for further details.

CONFIRMATION LETTER

From

To

The Principal,
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.300/- 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 : 2009-2013

SAKTHI ENGINEERING COLLEGE
Thiruninravur-602 024

4th GRADUATION DAY

25th MAY 2014

REGISTRATION FORM

Name of the Graduand :

Year of Passing :

Course / Branch :

Present Occupation :

Details of Higher Study :

Office Address & Telephone No. :

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Address for Communication :

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Telephone Number :

Mobile Number :

E-mail ID :

Signature of the Student