

# St. Joseph's Degree & PG College

Autonomous-Affiliated to Osmania University

Re-Accredited by NAAC with 'A' Grade

King Koti Road, Hyderabad -29

## **Convocation-(2014) Guidelines & Rules**

**Date: 15.12.2014**

- All the registered Students must report on December 20<sup>th</sup> (Saturday) at 3 PM at the venue: St. Mary's Pharmacy College Auditorium, St. Francis Street, Secunderabad.
- Students who report after 3:30 PM on the day will not be allowed for the Convocation function for organizational reasons.
- The Candidates who want to receive Degrees at the Convocation function should inform to the concerned Head of the Department by December 17<sup>th</sup> 2014 before 3 PM by sending SMS with Course details, Hall Ticket Number and Name of the Student so that we can make necessary arrangements for the Convocation function.

| <b>HOD</b>         | <b>Contact Number</b> |
|--------------------|-----------------------|
| Commerce           | 9391095303            |
| Science            | 9347626415            |
| Mass Communication | 8332061974            |
| BBA                | 9391848212            |

- Students must come in Formal Dress with White Shirt / Shalwar camez / Saree.
- All the registered students should collect the Convocation Dress from the respective Department Head and must return to the same person immediately after the Convocation.
- As the Convocation is the Formal Academic function the students are requested to be very discipline and organized they will not be allowed to talk or whisper during the entire programme.
- The students should also note that they will not be allowed to take individual photographs of receiving the certificates. The College has made official arrangements by appointing a photographer for taking the pictures of receiving the Degrees. They can collect the individual photographs later

**NOTE:** All the students should follow the above guidelines strictly for effective conduct of Convocation function.

**Principal**