



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University
Re-accredited by NAAC (3rd Cycle) with B⁺⁺ Grade
King Koti Road, Hyderabad

Ref: SJC/ 31-07-2025 /68/381

CONVOCATION NOTICE (MBA - BATCH 2023-2025)

Date: 31-07-2025

All students who have successfully completed the two-year MBA Postgraduate Programme in May 2025 respectively are hereby informed that the following certificates will be available for collection from 1st August to 7th August 2025, between 2:00 PM and 4:00 PM:

- Semester IV Marks Memo and Consolidated Marks Memo – Available from your respective Class In-Charges
- Provisional Certificate – Available from the Examination Branch

A PG Mini Convocation Ceremony is tentatively scheduled to be held at the college on **20th September 2025**, during which the official degrees will be awarded.

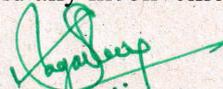
Submission of Documents for Convocation Degree:

All eligible students are required to submit the following documents to the Examination Branch between **1st August and 7th August 2025, from 2:00 PM to 4:00 PM**:

1. Duly filled Application Form (Take print out of the application form)
2. Two Passport Size Photographs (Roll number to be written clearly on the reverse side)
3. Copy of SSC/10th Class Certificate
4. Copy of Intermediate Memorandum
5. Copy of Undergraduate Degree Certificate
6. Copy of Postgraduate Consolidated Grade Report
7. Copy of Postgraduate Provisional Certificate
8. Copy of Aadhaar Card
9. Prescribed Fee:
 - a. Degree Certificate Fee: ₹2700 , Application Form Fee: ₹50 = **Total: ₹2750**
 - b. **Late fee of Rs.500/-** will be charged if the students pay from **11th August - 14th August**. (NO APPLICATION FORM WILL BE ENTERTAINED AFTER THE LAST DATE OF SUBMISSION).

Note: Please ensure timely submission of the above documents to avoid any inconvenience.


Prof. R. Anita
Controller of Examinations


Fr. Anthony Sagayaraja
Principal 31/7/25