



**PONDICHERRY ENGINEERING COLLEGE
PUDUCHERRY – 605014**



GRADUATION DAY- 2017

NOTIFICATION

20th February, 2017

The Graduation day – 2017 of Pondicherry Engineering College, Puducherry is scheduled to be held on **7th April, 2017** in the College Auditorium. On this day Degree Certificates will be awarded to all the graduates who have successfully qualified for the award of degree by Pondicherry University during the academic year 2010-2014. (As per the list attached). All the degree recipients who wish to attend the Graduation day – 2017 need to register their names on or before 17th March, 2017. The candidate need to register by paying a registration fee of Rs. **1400/-** by sending DD drawn in favor of The Principal, PEC, payable at Puducherry along with the duly filled registration form (address given below) or by NEFT (details are given below) and sending the completed registration form by email to **gday2017@pec.edu**. The registration form may also be downloaded from the college website www.pec.edu. **Spot registration or registration after the 17th March 2017 shall not be permitted under any circumstances.** The exact schedule of the Graduation day will be announced by the 4th week of March, 2017.

In case, you are not in a position to attend the Graduation Day – 2017, you can also receive the degree certificate in absentia by registering and paying the fees. The Degree certificate will be sent to you by Speed Post to the address mentioned by you in the Registration form. **Under any circumstances, degree certificates shall not be issued to any other person except to the registered candidate.**

The students attending the Graduation Day – 2017 are requested to read the instructions to the candidates carefully.

Details for NEFT payment:

Account Name : PEC GraduationDay
Account number :8441101054362
Branch : Canara Bank, PEC Branch, Puducherry-14,
IFSC Code : CNRB0008441
Mail id for sending registration form: gday2017@pec.edu

Address for sending the DD and registration form:

The convener,
Graduation day 2017
Dept. of Electronics and Instrumentation Engineering
Pondicherry Engineering College
Puducherry – 605 014

Instructions to the Candidates :

1. The candidates who have registered and paid the necessary fees only will be permitted to receive the degree. Further if the candidates failed to register and receive the degree certificates earlier, additionally Rs.100/- per annum will be charged along with the registration fees.
2. The degree recipients on arrival in PEC campus will have to register their names in the Reception Office at the Auditorium to receive the Admit card and academic attire (Gown and Hood).
3. All the candidates, receiving the degrees should occupy their seats at least one hour prior to the scheduled time.
4. Candidates coming late will not be permitted entry into the Auditorium.
5. Candidates shall occupy correct seats allotted to them
6. All the guests as well as candidates for the award of degree will please rise in their place:
 - i) when the Academic Procession enters the Auditorium; and until the Chief Guest occupies his chair on the dais;
 - ii) when Invocation and National Anthem are being played;
 - iii) when the Academic Procession leaves the Auditorium after the function.
7. Inside the auditorium the candidates and guests shall switch off their cell phones and observe absolute silence throughout the proceedings.
8. After the Faculty Head of the discipline concerned has read out the names of the candidates of a discipline, the candidates belonging to that discipline will remain standing, till the Principal admits them, to the degree.
9. After the Faculty Head has admitted the candidates to the respective degree, candidates thereafter should walk to the dais one by one receive the degree from the Chief Guest, bow in acknowledgement and turn slightly to the right, for the cameraman to take photograph.
10. The candidates will then return to their original seat in an orderly fashion as per directed path. It is also advised that the candidates and audience should not move away from the designated areas till the entire function is over
11. Candidates and guests are not allowed to take photographs while they are in the hall.
12. Please be reminded that candidates nor guests are not allowed to leave the hall during the ceremony.
13. At the end of the ceremony, candidates and guests will quietly move out from the hall after the announcement is made.
14. Guests are allowed to occupy seats in the balcony and due to the paucity of space, guests are requested to occupy seats early.

15. Any Act of disorderly conduct during the function is strictly prohibited. Any act of disorderliness warrants eviction from the auditorium by security staff. Solemnity and Dignity of occasion is to be preserved. The instructions are issued to all the candidates attending the Graduation day for strict adherence.

DRESS CODE:All are required to pay due regard to formality and uniformity in their dress, Please note that the following dress code is to be maintained for the Degree Awardees on the Graduation Day:

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| Male Candidates | Full sleeve, light coloured (white, light blue, light green, light yellow, cream) plain shirt, dark coloured full pant and black full shoes. [Striped, check or dark coloured shirts, T-shirts, striped or light coloured pants, sandals and chappals are not permitted]. |
| Female Candidates | Saree of sober colour and decent design or salwarkameez with shawl/thuppata [Jeans, T-Shirts, Skirt, Pant, Suits etc. are not permitted]. |