

**Dr.J.Arputha Vijaya Selvi, B.E., M.E., Ph.D**  
**Principal**

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**09.08.2018**

Dear Engineer,

Sub: Inviting to attend Graduation day on 17.08.2018 – regarding.

It gives me immense pleasure to inform you that “**13<sup>th</sup> GRADUATION DAY**” of Kings College of Engineering will be held on 17.08.2018, Friday. You are invited along with your parents to receive your certificate of Graduation. Kindly confirm your presence to this office immediately. A photo session is also arranged to capture your moment of joy. The function starts by 10.00 *a.m.* at Indoor stadium of our college and you are asked to report well in advance at the venue.

Thank you

With regards

*J. Arputha Selvi*  
*09/8/18*

Dr.J.Arputha Vijaya Selvi

Note:

- i. Kindly confirm your presence through mail to [kingsgraduation@gmail.com](mailto:kingsgraduation@gmail.com)
- ii. Visit our college website ([www.kingsindia.net](http://www.kingsindia.net)) for programme schedule,
- iii. You can also confirm your participation through mobile to your HoD in the number given in the instructions sheet.

**13<sup>th</sup> GRADUATION DAY**  
**SPECIAL INSTRUCTIONS**

- Kindly bring this call letter along with you
- Registration should be made on or before 17.08.2018 through E-mail or mobile. E-mail the details as follows:

Name	Register No	Branch	Parents to be accompanied
			1. 2.

- E-mail id : kingsgraduation@gmail.com

Mobile Numbers

Civil	CSE	ECE	EEE	Mechanical
98948 94647	94424 02942	77087 29772	98946 43314	98944 84058

- No spot registration will be permitted. Graduates should **report before 09.00 am**, otherwise your certificate will not be issued at the stage.
- Parents only (2 persons) will be allowed
- Invitees (Parents) are requested to be in their seats at the venue by 09.30 a.m.
- Invitees are requested **not to bring children** with them
- When the procession enters the hall, all those present, shall remain standing till the members of the procession take their seats.
- Cell phones and cameras are **strictly prohibited**. If brought, they have to be handed over to the cloak room.
- Only official photographers will be allowed to take photographs during the ceremony
- Please remain silent throughout the solemn ceremony
- All the graduates are requested to occupy their respective seats again after receiving their degree certificate.
- After the closure of the ceremony, all shall remain standing in their places till the procession leaves the hall.