**Date: 05.04.2019**

Dear Graduate,

The Ivory(14th) Graduation Day of Krishnasamy College of Engineering & Technology, Cuddalore will be held on **Sunday**, the **28th April 2019** at **10.00 a.m.** in the Sivaramakrishnan Memorial Auditorium. You are requested to intimate the College Office about your willingness to participate in the function to receive your degree **in person**. Your application should reach the undersigned on or before **20.04.2019** with details of persons accompanying you. Only parents or guardian will be allowed on the dais to take photo when you receive the Degree. Children are strictly prohibited to attend the function.

**PROGRAMME - 28.04.2019 (Sunday)**

1. Registration - 08.00 a.m. to 09.00 a.m.

2. Graduation Ceremony - 10.00 a.m. to 12.30 p.m.

3. Lunch - 01.00 p.m.

To

All the graduates of MCA (Regular) : 2015 - 2018

MCA (Lateral) : 2016 - 2018

M.E. : 2016 - 2018

B. E. /B. Tech. (Regular) : 2014 - 2018

B. E. /B. Tech. (Lateral) : 2015 - 2018

**Note**: If you are not able to receive the Degree in person, your parents/guardian will be permitted to receive your Degree on submission of your authorization letter. The format of the authorization letter is enclosed. However, the Degree can be collected from the College Office on any working day from 30.04.2019 onwards.

**PRINCIPAL**

**Application to receive the Degree in person**

|  |  |
| --- | --- |
| Name of the Graduate |  |
| Branch |  |
| Register No. |  |
| Present Address |  |
|  |
|  |
| Phone No. | Cell No. |
| No. of persons accompanying  (Parents only will be allowed. If parents are not alive, guardian will be permitted) | **Nil**  **1**  **2** |
| Date & Time of Registration | 28th April 2019 at 08.00 a.m. |
| Refundable Caution Deposit (Deposit will be refunded after returning the Robe) | Rs. 500/- |

Date: Signature of the Graduate

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**Application to receive the Degree in-absentia**

**Authorization Letter**

|  |  |
| --- | --- |
| Name of the Graduate |  |
| Branch |  |
| Register No. |  |
| Present Address |  |
|  |
|  |
| Phone No. | Cell No. |

To

The Principal,

Krishnasamy College of Engineering & Technology,

S. Kumarapuram, Cuddalore-607 109.

Sir,

Sub. : Authorization letter to receive the Degree in-absentia – Regarding.

I am not able to receive the Degree in person due to the following reason. I depute and authorize my parent/guardian to receive my Degree on my behalf.

Reason for not attending the function in person :

Name of the parent/guardian who is authorized to

receive the Degree :

Specimen signatures of parent/guardian

Yours faithfully,

The above specimen signature is attested by me.

Signature of the Graduate with date: (Signature of the Graduate)