



Bangalore Jesuit Education Society St. Joseph's Institutions **MBA TWINNING PROGRAMME** *"Where Innovation is a Way of Life"*

Dear Josephites,

The Management, Director, Coordinator and Staff Cordially invite you to the third Convocation Ceremony of the MBA Twinning Programme Students of 2015-17 batch on **Sunday, 17 November, 2019 at St. Joseph's Institute of Management, Auditorium, 28/1 primrose road, off MG Road, Bangalore at 10:00 AM.** During this solemn and august occasion, you are expected to follow certain norms, etiquette and guidelines given below. In case of noncompliance, the college reserves the right to restrict you from attending the Convocation Ceremony.

GUIDELINES

- **Invitation:** Please download the guidelines and invites from the college website and strictly adhere to the instructions.
- **Registration:** Kindly confirm your participation by sending an SMS to 8762193728 or by sending email to director@sjput.in on or before Saturday, 9 November, 2019
- **Signing of Convocation Register:** Students are expected to sign in the convocation register on the day of Convocation for having received certificates.
- **Dress Code:** Strictly formals as suggested below:

Theme	Boys		Girls
Blue	Formal Shirt	Formal Pant	Sari
	Sky blue	Dark blue	Blue Shade

- **Convocation Gown/Academic Dress:** The College will provide the convocation gown/dress to each student at 10:00 am. You are expected to keep it neat and return the same to the faculty Incharge. In case of any damage or misplacement you are liable to pay the cost of the convocation gown.
- **Seating:** For the allotment of seat numbers on the Convocation Day, kindly register with Mr. Dav fod on the day of the Convocation (i.e., **Sunday, 17 November, 2019**). Please ensure that you are seated according to the allotted numbers/designated places.

ETIQUETTES:

- **Strictly adhere to the schedule and the guidelines**
- **Be seated in the designated place only**
- **Use of mobile phone in the auditorium is strictly prohibited**
- **Maintain decorum and refrain from talking or creating any kind of disturbance**
- **The college has appointed a professional photographer. Therefore, do not engage in photography**
- **Students who wish to have an official copy of designed photograph with lamination and frame are requested to contact the photographer (Mr. Lokesh) on his personal mobile no: 9845424451**
- **Any discrepancy in the convocation certificate will be rectified after the convocation ceremony. Please do not raise your concerns during the course of the programme.**
- **Queries: Please contact Ms Suchitra on 8762193728 for any further clarifications.**

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TO-DO-LIST

- Step 1** • Report at the reception desk for registration
- Step 2** • Sign the Convocation register
- Step 3** • Assemble in dining hall for refreshment
- Step 4** • Collect Convocation gown
- Step 5** • Report to the main entrance of College for Photo Session
- Step 6** • Report to auditorium and be seated in the designated place
- Step 7** • Participate in the Rehearsal
- Step 8** • Commencement of Convocation Ceremony
- Step 9** • Return of Convocation gown

PROGRAMME OVERVIEW

<i>Registration & signing of Convocation register</i>	<i>10.00 am</i>
<i>Collection of Convocation gown</i>	<i>10.15 am</i>
<i>Assemble to the main entrance of College for Photo Session</i>	<i>10.30 am</i>
<i>Assemble in dining hall for refreshment</i>	<i>11.00 am</i>
<i>Report to auditorium and be seated at designated place.</i>	<i>11.15</i>
<i>Briefing about the programme and Rehearsal</i>	<i>11.15 to 11.25 am</i>
<i>Commencement of the Programme</i>	<i>11.30 am</i>
<i>End of the program</i>	<i>1.15 pm</i>
<i>Return of Convocation gown</i>	<i>1.30 pm</i>

PLEASE NOTE, REGISTRATION CLOSSES AT 10:15 AM. STUDENTS WHO COME LATE WILL NOT BE ALLOWED TO PARTICIPATE IN THE CONVOCATION CEREMONY.

Fr. Manoj D' Souza SJ

Director

Dr. Kanishka K

Dean and Coordinator

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