



SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES

(Declared as Deemed to be University under Section 3 of UGC Act 1956 vide Notification No.F.9 - 3/2002 - U.3 dated 18.03.2005 of Government of India)

Accredited by
NAAC
A
Grade

14.01.2020

Dear Graduands,

Greetings!

This is to inform that University Grants Commission, New Delhi directed all Universities to prescribe Traditional attires for special occasions such as Convocation ceremony. Accordingly as per the decision of the **53rdBoard of Management Meeting** held on 18.11.2019, Saveetha Institute of Medical and Technical Sciences has decided to introduce the Convocation dress code which reflect the traditional attire of Tamil Nadu as given below and the same **will be implemented from the 15th Convocation of this University to be held in the month of March 2020.**

The Readymade garments for convocation will be supplied to all the Graduates receiving degrees (both Men and women) in order to maintain the uniformity in convocation attire and more importantly, it will serve as a souvenir for the candidates graduated from Saveetha Institute of Medical and Technical Sciences.

DRESS CODE FOR CONVOCATION (to be provided by the University):

Ph.D- Men: Off white shirt with full sleeve and Dhoti

Women: Ivory coloursaree and blouse with Golden border

Convocation Stole (Angavastra): Common to all: Ivory colour with Navy Blue border, Printed with University name and Logo in blue colour & turban /Talaippakai

ALL POST GRADUATES:

Men: Off white shirt with full sleeve and Dhoti

Women: Ivory coloursaree and blouse with Golden border

Convocation Stole (Angavastra): Common to all: Red with Navy blue border, Printed with University name and Logo in white colour & turban /Talaippakai

ALL UNDER GRADUATES:

Men: Off white shirt with full sleeve and Dhoti

Women: Ivory coloursaree and blouse with Golden border

Convocation Stole (Angavastra): Common to all: Peacock blue with Navy Blue border, Printed with University name and Logo in white colour & turban /Talaippakai

You are requested to mention your size of shirt with full sleeves (Medium, Large, XL, XXL (for men only) in the convocation application for us to order the materials and dispatch the same to your mailing address given in the convocation application. For women candidates, materials will be supplied in advance for necessary preparations.

The cost for the above **Convocation kit** (includes shirt with full sleeves, dhoti with Velcro for men and Saree with blouse for women, and Angavastram (Stole), Turban/Thalaippakai common to both) is **Rs.2000/- (Rupees Two thousand only)**.

All eligible candidates applying for the 15th Convocation to be held in March 2020 are informed to submit their application with payment for making arrangements for supplying the materials as above and will be dispatched one week before the convocation to the given address.

The Payment for the convocation kit shall be made as Demand Draft drawn in favour of "Saveetha Institute of Medical and Technical Sciences" and submit along with the application.

[Handwritten signature]
14/11/2020



[Handwritten signature]
REGISTRAR
REGISTRAR
SAVEETHA INSTITUTE OF MEDICAL AND
TECHNICAL SCIENCES
(Deemed to be University)
No. 162, Poonamallee High Road,
Chennai-600 077.



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PHOTO
ATTESTED BY
PRINCIPAL/
DEAN OF
THE INSTITUTION

APPLICATION FOR ADMISSION TO 15th CONVOCATION ON 18-03-2020

Course:

Registration No.

Branch:

Date of Submission to the University:

Whether the candidate desires to receive the Degree: IN PERSON or IN ABSENTIA
*(Not arise if applied after the Convocation)

(Tick ✓ whichever is applicable)

1. Name of the candidate (in capitals as per the H.S.C./Equivalent certificate/UG Degree Certificate) :
2. Sex with Date of birth :
3. Father's Name :
4. Contact Phone No. if any :
5. Month & Year of last examination passed :
6. Date of completion of internship (if prescribed) :
7. Whether obtained/applied for (final) Provisional Certificate: :
8. Name of the Institution from where qualified :
9. Details of remittance of **Convocation fee** :
10. Details of remittance of Cost of **Convocation kit** :
- 11, Specify your shirt size (Men only) :

M	L	XL	XXL
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(Tick ✓ whichever is applicable)

Certified that the details & information furnished above are true & correct.

COUNTERSIGNED & FORWARDED
Signature of Dean/Principal with College seal

SIGNATURE OF THE CANDIDATE

ADDRESS FOR SENDING COMMUNICATION:

Permanent Address	Address for communication if any
1) To	2) To
.....
.....
.....Pin Code.....Pin code

Last date for submission of filled in application through the Dean/Principal: **12-02-2020.**

IMPORTANT INSTRUCTIONS TO CANDIDATE

1. All the eligible candidates who have completed their study/internship and obtained/applied for their (final) Provisional Pass certificate may submit their convocation application to the University through the Institution with the Countersignature of the Dean/Principal of the Institution concerned.
2. 'IN PERSON' means that the candidate has to be present himself/herself physically at the time of convocation to receive the Degree/Diploma. 'IN ABSENTIA' means that the presence of the candidate at the time of convocation is not required and the Degree/Diploma certificate will be sent by post after the Convocation to their permanent address mentioned in the application for admission to Convocation.
3. Application for receiving a Degree/Diploma '**IN PERSON**' should reach this office in time fixed by the University. The exact date of Convocation will be **18.03.2020**. A CARD OF ADMISSION to Convocation will be sent from the University before the date of Convocation to the candidates who applied for receiving the Degree/Diploma '**IN PERSON**'. The application not received in time will be treated for award '**IN ABSENTIA**'.
4. The attested Xerox copy of the following documents **should be enclosed** with this application **(a)** Copies of (final) Provisional Pass Certificate **(b)** Copy of Registration certificate with respective council and **(c)** Copy of the Under-Graduate degree certificate in the case of P.G applicants.
5. The following **should also be enclosed**:-
Two copies of candidate's latest identical passport size colour photograph in a small envelope. (Name, course, Registration Number should be written on the back side of copy)
6. The prescribed Convocation fee is - Rs.2000/- + Cost of Application Rs.25/-
7. The students who have paid the convocation fee of Rs.2025/- (Rs.2000+25 cost of Application) along with the final year/semester examination fee need not pay the fees again.
8. The Candidates applied for **IN PERSON and not attended to Convocation** on any ground a **penal fee of Rs.1000/- (Rupees One Thousand only)** need to be paid for issue of Degree / Diploma.
9. The Eligible Candidates, who have **NOT APPLIED for Convocation**, need to pay a **penal fee of Rs.5000/- (Rupees Five Thousand only)** for issue of Degree / Diploma.
- 10. Cost of Convocation Kit (To be supplied by Institution)**
The cost for the convocation kit is Rs.2000/- for all the candidates applying for convocation.
11. The prescribed convocation fee and cost of convocation kit should be sent only in the form of a crossed Demand Draft drawn on any Nationalized Bank/Scheduled Bank in favour of the **SAVEETHA INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES**, payable at Chennai. On the backside of the D.D. candidate should write his/her Name, Registration No., Course and Institution.
12. The convocation fee can also be remitted into the K.V.B Counter at the University premises and the cash remittance Challan be enclosed with the application. The fees once remitted by the candidate will not be refunded.

13. The New dress code for Convocation for In Person candidates as follows

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Note: The convocation kit will be dispatched to your given address one week before the convocation

REGISTRAR