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கிலங்கை தென்கிழக்குப் பல்கலைக்கழகம்
SOUTH EASTERN UNIVERSITY OF SRI LANKA

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அஞ்சல் பெட்டி }
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Website }

මගේ අංකය } SEU/ASA/Con/2022
எனது இலக்கம் }
My Number }

05.01.2022

Dear Graduand,

14TH GENERAL CONVOCATION - 2022

This is with reference to your supplication form in respect of the above Convocation.

I write to inform you that the 14th General Convocation of the South Eastern University of Sri Lanka is scheduled to be held on **10.02.2022 (Thursday) commencing from 8.00 am. (Session - VI) at the Conference Hall, South Eastern University of Sri Lanka, University Park, Oluvil** You are kindly invited to attend this convocation.

Issue of Cloaks & Garlands

You are required to collect your cloak, garland and passes etc. at the **Faculty Management and Commerce, South Eastern University of Sri Lanka, University Park, Oluvil** on **28th January 2022 (Friday) between 9.00 am to 03.00 pm.**

In order to obtain your cloak and garlands, you should produce your Student Record Book or student Identity Card. Kindly perfect and hand over the forms attached to this letter when you call over to collect the cloak and garland. You will also be issued two Visitor Passes on this day.

Graduands Procession

You should assemble at the **Lobby of the Faculty of Engineering, SEUSL, Oluvil** on **10th February 2022 at 07.00 am** the latest. Graduands will form a procession according to the Faculties / Degrees in alphabetical order of names as given in the convocation book.

The Graduands procession will start at 8.00 am. Graduands who turn up after 8.00 am. **will not be allowed** to present themselves for the conferment of degrees under any circumstances.

Conferment of Degrees

When your name is read out by the Dean of your Faculty you are expected to present yourself to the Chancellor for him to confer the degree on you. Once the Chancellor has conferred the degree on you, you should return to the same seat that you occupied earlier.

Photographs

Please note that no photographs are allowed inside the Convocation Hall. Cameras, Mobile phones and other electronic devices will not be allowed. The University has appointed an official photographer and you may make arrangements with him for your photograph when you come to collect your cloak and garland.

Employability Survey

you are requested to handover the duly completed Employability Survey application at the **Faculty Management and Commerce** when you collect your cloak and garland. it is compulsory to adhere the above employability survey.

COVID-19 condition and guideline

you are required to adhere to the COVID-19 guidelines issued by the Government while your stay at the University on the convocation day. you are requested to submit a copy of vaccination card at the security point and the faculty when you collect the cloak and bring your vaccination card and your guests vaccination cards on the convocation day and you have to produce them to the authority when requested.

Important

you are required to bring your student identity card with you and your guests national identity cards with them and their admission cards. please also note that children under 15 years are not allowed to enter the conference hall and also not allowed to bring Mobile phones and cameras to the conference hall.

Return of Cloaks and Garlands

All Graduands of the Faculty Management and Commerce are required to return their cloaks and garlands after the Convocation at the **Faculty Management and Commerce, South Eastern University of Sri Lanka, University Park, Oluvil on February 10, 2022 (Thursday) between 11.00 am to 5.00 pm** and collect your degree certificates. If the cloak and garland are not returned on the date specified, **a penalty of Rs. 50 / = per day will be levied**. Please note that your certificate will not be issued if the cloak and garland are not returned. You should present yourself to collect your degree certificate. Degree certificate will not be issued to any other person on behalf of you.


All persons (both recipients & guests) attending the Convocation are requested to help us to maintain the decorum of the occasion by remaining in their seats till the proceedings of the Convocation are closed by the Chancellor.

Please follow these instructions strictly in order to ensure a smooth function.

For further clarifications, please contact by Tel/Fax: 067 2255463.

Thank you

Yours faithfully


Ms. Fariza M. Hassan
Senior Asst. Registrar
Academic & Student Affairs

Senior Assistant Registrar
Academic and Students Affairs Division
South Eastern University of Sri Lanka
University Park, Oluvil #32

Sgd. H. Abdul Saththar
Registrar

Cc: Chairman / Convocation Committee
Dean / Faculty Management and Commerce - form your information pls
Asst. Registrar / Faculty Management and Commerce - please arrange your staff on the above dates to work at the faculty to complete the above task
Chief Security Officer - for your necessary action pls