

## ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM

Government Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi  
Mahim Causeway, Mumbai. Pin – 400 016

Phone: 24455937, 24454559; 24451961, 24460359 Fax: +91(22)2445 4482

E-mail: office@xaviertech.com

Date : 24<sup>th</sup> January 2018

### NOTICE

All the passed out students of the Third year are hereby informed that their Convocation Ceremony 2017 is scheduled on 5<sup>th</sup> February 2018 at 1.00 pm in the XIE Drawing Hall, Second floor.

The registration for the same will be from 12.00 pm to 12.45 pm in LR 13.

Students will have to pay a security deposit of Rs. 500/- for the convocation robe.

All the students should bring two passport size photographs for Convocation certificate. Those who have already submitted photograph should come in person to sign on their Diploma Certificate from 25<sup>th</sup> January 2018 – 30<sup>th</sup> January 2018 in the Examination Section.

Students whose signature is not their on Diploma certificate may not be included in the Convocation Ceremony.

Rehearsal of the Convocation Ceremony is schedule on 2<sup>nd</sup> February 2018 at 3.00 pm.

See you all at your Convocation Ceremony...

Dr. S. B. Ghungrad  
Principal

Mestry Dipti  
Controller of Examination



## ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM

Government Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi

Mahim Causeway, Mumbai. Pin – 400 016

Phone: 24455937, 24454559; 24451961, 24460359 Fax: +91(22)2445 4482

E-mail: office@xaviertech.com

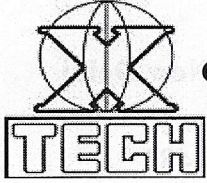
### Annual Convocation 2017

#### Agenda

Registration of students: 12.00 pm to 12.45 pm

Time	Events
1.10 pm	Lighting of Lamp, Welcome address and declaration of the opening of Convocation ceremony
1.15 pm	Annual Report by Principal, Dr. S.B. Ghungrad
1.20 pm	Introductory Speech by Fr. Francis de Melo, S.J., Director, XIE and XTECH
1.30 pm	Convocation address by Chief Guest
1.40 pm	Address by the Convener
1.45 pm	Presentation of Diploma to students by Chief Guest, Director, and Principal
2.25 pm	Pledge and blessings by Fr. John Rose, S.J., Administrator XIE and XTECH
2.30 pm	Declaration of the closure of Convocation ceremony
2.35 pm	National Anthem





## ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM

Government Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi

Mahim Causeway, Mumbai. Pin – 400 016

Phone: 24455937, 24454559; 24451961, 24460359 Fax: +91(22)2445 4482

E-mail: office@xaviertech.com

Schedule of Convocation 2017

5<sup>th</sup> February 2018

Duration: 1.00 pm to 2.35 pm

Venue: Drawing Hall, XIE

1. Welcoming the Guests
2. Academic procession enters the hall

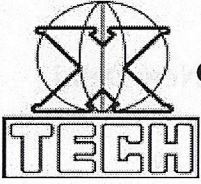
Sequence of the Procession

1. Controller of Examination
2. Chief Guest
3. Principal and Director
4. Principal XIE and Administrator
5. Special invitees and I/C HOD
6. Faculty members ( in row of two)

All the members in the hall will keep standing till the academic procession members take their seats

3. All the above mentioned members will move to their seats in front rows. Rest members will proceed to their seats.
4. All the attendees will take their seats
5. Welcome of Dignitaries
6. Deep prajwalan
7. Dignitaries will proceed to dais
8. The Director will announce the convocation ceremony open
9. The Principal will present the welcome address and the annual report of the institute (5mins.)
10. Address by the Director (7 mins.)
11. Introduction of the Chief Guest
12. Convocation address by the Chief Guest (10 mins.)
13. Address by Convener





## ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM

Government Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi

Mahim Causeway, Mumbai. Pin – 400 016

Phone: 24455937, 24454559; 24451961, 24460359. Fax: +91(22)2445 4482

E-mail: office@xaviertech.com

### 14. Presentation of the Diploma to the students

1. Rank holders ( 5 names will be announced) and the other recipients by the Chief Guest
2. Recipients at the hands of Director
3. Recipients at the hands of Principal

### 15. Reading of In Absentia by C.O.E

### 16. Administration of the pledge and blessings by Administrator

### 17. Vote of thanks by C.O.E

### 18. Declaration of closing of the convocation ceremony by Director

### 19. Attendees in the hall will stand for the national anthem

### 20. The attendees will keep standing till the academic procession leaves the hall

Mestry Dipti

Controller of Examination