



**THE UNIVERSITY OF BURDWAN
RAJBATI : UTTARFATAK
BURDWAN :713104**

No.F/Conv.Medal/Prize/Convo.2019/11

Burdwan, 27th May, 2019.

**Notification for awarding of Medal / Prize/ Certificate for Examination 2017 & 2018 at
XXXVII Convocation , 2019.**

*It is hereby informed to all concerned that on the basis of the result of the Examination of 2017 & 2018 , you have become eligible for being awarded medal (s), and certificate (s) and prize (s) **as per list received (enclosed) from the Controller's Department.** The award will be formally handed over to you at the Convocation dias.*

Date of Convocation : 20.06.2019
Time : 11:00 a.m.
Venue : "University Auditorium" , Golapbag , Burdwan

If you intend to receive the above mentioned medal(s) and certificate(s)/prize(s) personally, you are requested to remain present at the "University Auditorium" by 9 a.m. on 20.06.2019

I would request you to meet the Trust Officer, Burdwan University, at Rajbati with the following documents in original by 10.06.2019 (on any working day excluding Saturday, Sunday & University Holiday) for verification between 11 a.m. & 3 p.m. at the Finance Department , Rajbati Campus. Otherwise you will not be entitled to get the medal(s)/certificate(s)/prize(s) at the Convocation dias:-

- i) Mark sheet of the aforesaid examination.*
- ii) Registration Certificate of this University.*
- iii) 2 (Two) copy) passport size Colour Photo.*
- iv) A letter of identification from the principal of the college bearing your signature duly attested by the principal in case of College student.*
- v) A letter of identification from the Head of The Department bearing your signature duly attested by the Head of the department in case of University student.*

On arrival at Convocation Hall by 9-00 a.m.. at "University Auditorium" , Golapbag ,Burdwan please get in touch with the Medal Unit for observance of other formalities.

Entry in the Convocation hall is restricted without the Admit Card, issued during verification.

. In case, you are unable to attend the Convocation or fail to enroll your name within 10.06.19, you will have to collect the Medal /Certificate /prize on a later date by appointment from the University on production of the aforesaid documents.

Sd/-

Contact Person:

Debasis Pal (Trust Officer) - Mob. 9332102037
Kartick Oraw (Supdt) Mob.- 9474484508
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FINANCE OFFICER , B.U.