

THE UNIVERSITY OF BURDWAN
RAJBATI : BURDWAN



CONVOCATION URGENT

No. R/Conv-2019/Dip/8(34)

Dated, 29-05-2019

From: The Registrar (Officiating),
The University of Burdwan,
B u r d w a n.

To : The Heads of all the P.G. Departments,
The University of Burdwan,
B u r d w a n.

Sub: Convocation-2019: Identification of Students in the Convocation Auditorium on 20.06.2019 for distribution of Diplomas/Certificates.

Sir/Madam,

You are aware that the next Convocation of the University will be held on Thursday the 20th June, 2019 at 11a.m. at the University Auditorium, Golapbag, Burdwan, where the Post-graduate students (both regular and external) will be receiving their Diplomas/Certificates for the year 2017 & 2018 as have been detailed in the Notification No.R/Conv-2019/Notification/7/1(300) dated 25.05.19. Identification of the concerned students by the teachers of the respective University Department/College will be essential to avoid impersonation and hold smooth distribution of the scrolls, in the interest of the University.

You are, therefore, requested to depute one of the teachers of your Department/College for identification of the students at the said Convocation Auditorium on 20.06.2019 at 10a.m.. The teacher concerned may kindly contact the authorized official at the respective block (subject-wise arranged) to help distribution of Diplomas/Certificates to the eligible students.

Encl: One Specimen authorization letter.

Yours faithfully,


Registrar(Officiating)

N.B. For details please visit www.buruniv.ac.in

THE UNIVERSITY OF BURDWAN
RAJBATI : BURDWAN



CONVOCATION URGENT

No.

Dated,

From: The Head of the
Department of _____

To: The Registrar,
The University of Burdwan,
Burdwan.

Sub: CONVOCATION – 2019 : Identification of students in the Convocation
Auditorium on 20th June, 2019 for distribution of Diplomas/ Certificates _____
Deputation of a teacher regarding the -

Dear Sir/Madam,

This has a reference to your letter No.R/Conv.-2019/Dip/ _____ dated _____
on the above subject.

Particulars of the teacher of this Department/College who has agreed to identify the students at
the Convocation Auditorium on 20.06.2019 are as under:

Name of the Teacher : _____
Designation : _____
Department : _____

Yours faithfully,

(Seal of the Department/College)

Head of the Deptt. of _____

Principal of the College