

THE UNIVERSITY OF BURDWAN

CONVOCATION URGENT

No. R/Conv-2023/Dip/ 23(35)

Dated, 13.02.2023

From: The Registrar,  
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-2023: Identification of Students in the Convocation Auditorium on 24.02.2023  
for distribution of Diplomas/Certificates.

Sir/Madam,

You are aware that the next Convocation of the University will be held on Friday the 24<sup>th</sup> February, 2023 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 years 2019, 2020, 2021 & 2022 as have been detailed in the Notification No.R/Conv-2023/Notification/11 dated 02.02.2023. 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 24.02.2023 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.

Yours faithfully,  
  
Registrar

THE UNIVERSITY OF BURDWAN

CONVOCATION URGENT

No.

Dated,

From: The Head of the  
Department of \_\_\_\_\_

The Principal,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Sub: CONVOCATION – 2023 : Identification of students in the Convocation  
Auditorium on 24<sup>th</sup> February, 2023 for distribution of Diplomas/ Certificates \_\_\_\_\_  
Deputation of a teacher regarding the -

Dear Sir/Madam,

This has a reference to your letter No.R/Conv-2023/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 24.02.2023 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