THE UNIVERSITY OF BURDWAN
RAJBATI : UTTARFATAK
BURDWAN :713104

***No**.F/Conv.Medal/Prize/Convo.2026/01* *Burdwan, 23rd November.2026.*

Notification for awarding of Medal / Prize/ Certificate for Examination 2025 at XL Convocation , 2026.

*It is hereby informed to all concerned that on the basis of the result of the Examination of **2025** , 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 *: 09.12.2026*
Time *: 10:00 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 9th December, 2026***
*I would request you to meet the **Accounts Officer**, **In Charge, Trust Unit ,** Burdwan University, at Golden jubilee Building with the following documents in original by **3rd December, 2026** (**on any working day excluding Saturday, Sunday & University Holiday**) for verification between **11 a.m. & 3 p.m. at the Trust Unit, Finance Department , 3rd Floor , Golden Jubilee Building ,** 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.(Original & Photocopy)*
- ***ii)*** *Registration Certificate of this University. (Original & Photocopy)*
- ***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.*
- ***vi)*** *Photo Identity Proof (Aadhaar) (Original & Photocopy)*

*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 3rd December, 2026** you will have to collect the Medal /Certificate /prize **on a later date** by appointment from the University on production of the aforesaid documents.*

Contact : 0342-3510011

Sd/-

Accounts Officer,
In Charge, Trust Unit , B.U.