

JADAVPUR UNIVERSITY  
KOLKATA – 700032

Ref.: REC/N/471/19.  
Date: 9<sup>th</sup> December, 2019

CIRCULAR LETTER

To  
All HoDs / Director of Schools (Having courses)  
Jadavpur University, Kolkata – 700032

Madam / Dear Sir,

For the ensuing Convocation on 24.12.2019, you are requested to forward the name of three (3) teacher volunteers in the prescribed proforma as given below to act as members of the Volunteers Sub-Committee and for maintaining & managing the students / degree recipients of your department / school on the convocation day.

Faculty:		Department / School:	
Sl. No.	Name of the Teacher Volunteers	Mobile No.	
1.			
2.			
3.			

The names may be forwarded (by letter and mail) to the following person positively on or before 16.12.2019 at 3.00 p.m.:

Dr. Aparup Konar, Director of Physical Instruction  
Office of the DPI, Sports Board, Amenity Centre Building (Ground Floor), JU Main Campus  
Email: dir.phy.ins@jadavpuruniversity.in  
Phone No.: 9734707088

It may further be noted that a meeting of the Volunteers Sub-Committee will be held on 23.12.2019 (Monday) at 2.00 pm at the OAT. You are requested to send those volunteers of your departments / schools to attend the meeting positively for receiving the List of degree recipients and Badge during 2.00 pm to 5.00 pm.

With Regards.

*J. Banerjee*  
9.12.19.

REGISTRAR