

OFFICE OF THE CONTROLLER OF EXAMINATIONS
BENGAL ENGINEERING & SCIENCE UNIVERSITY, SHIBPUR



Date: 19 / 01 / 2010

NOTICE

ATTN : All Degree Recipients

This is to inform you that the **12th Annual Convocation, 2010** of this University is scheduled to be held on **16th February (Tuesday), 2010 at 10-30 a.m.**

You are cordially invited to receive the Diploma for University's Degree Examination-2009.

You are requested to be present on **16/02/2010 before 9.30 a.m.** to collect your **GOWN without fail**. No request for issuing **GOWN after 9.30 a.m.** will be entertained.

The candidates are instructed to return the GOWN after the Convocation positively at the office of the undersigned at their own responsibility.

No student will be allowed to leave the venue before the end of the Convocation.

Please confirm through **Fax / in person** your participation by paying the **Convocation Registration Fee of Rs. 500/- in demand draft** drawn on any **Nationalised Bank payable at Kolkata** in favour of the **"Registrar B.E.S.U.S."** along with the duly filled up prescribed format given below. **Rehearsal will be held on 15/02/2010 at 4 p.m.**

Candidates will have to compulsorily participate in a rehearsal on 15.02.2010 at 16.00 hrs., failing which they will not be permitted to attend the Convocation

The last date for submitting the form to the undersigned is 08/02/2010.

No request after expiry of the last date will be entertained.

Dress Code :

Candidates may further note that the dress code for the Boys And girls are as follows :

Male Students : - White Shirt / Black Trouser / Shoe

Female Students : - Sky Blue Saree / Salwar Kameez

If you are unable to attend the Convocation to be held on **16/02/2010, a fee of Rs. 600/-** will have to be paid for receiving the Diploma **after 17/02/2010** from the Office of the Controller of Examinations, B.E.S.U.S.

(Sd/-)

B. Mitra

Controller of Examinations, B.E.S.U.S.

FORMAT

To

The Controller of Examinations

B.E.S.U.S.

Madam,

I am willing to attend the 12th Convocation, 2010 of the University and understand to maintain the procedure accordingly. My details particular are given below (fill in BLOCK LETTERS):

1. Name of the candidate:
2. Address :
3. Sex: Male: Female: Year of passing :
4. Registration no. : Roll no. :
5. Name of Degree : Branch :
6. Phone no. : mobile : Land line: email id:
7. Bank Draft no. : Date:
8. Receipt no. : Date :

Date:

Signature of the candidate:

- *Kindly write your name and Phone No. on the backside of the Draft*