



AZAD GROUP OF EDUCATIONAL INSTITUTIONS

(UNDER AUSPICES OF AZAD EDUCATIONAL SOCIETY)
Approved by AICTE/PCI, New Delhi & Affiliated to AKTU/BTEUP

Ref. No.: ATC/NOT/2019/

Date: 11/03/2019

NOTICE FOR CONVOCATION- 2019 (Revised)

All the faculty, staff members and students are hereby informed that convocation of the institute is being held on 14th March 2019 (Invitation attached). Attendance is mandatory on this day.

1. The function will be started at 10:00 AM on 14th March 2019. All faculty and final year students are requested to be present at the Convocation Hall (Seminar Hall, D-Block).
2. Academic Procession will consist of the Chief Guest, Guest of Honor, Vice Chairman, Advisor, all Directors & Principals, HoDs, Registrar, SWO, AO CT&P, Librarian (CL) & WSS
3. Academic Procession will assemble in Dressing Room (Student Activity Hall, D-Block) at 10:30 A.M.
4. All the students passed out in 2018 will be given Degrees/Certificate and meritorious students will be given awards.
5. HoDs are requested to inform all the students passed-out in 2018 and ensure their presence in the convocation. Some of the passed-out students, who have already procured their degrees earlier due to some urgency, ought to be present in convocation.
6. HoDs are also requested to get students, who are not involved in convocation, engaged in some activity with the help of faculty and staff members.
7. SSO, Proctor and his team will look after the whole function from security and discipline point of view.

Some of the faculty and staff member, assigned different duties for organizing and conducting the CONVOCATION-19 are requested to perform their duties assigned to them honestly and sincerely.

I want you all to participate, cooperate and support with full zeal and enthusiasm to make CONVOCATION'19 a grand success. Your cooperation and support will be appreciated.

Director, ATC

C.C. to:

- ED/VC/AD/DD/Advisor;
- Director AIPR/Principal ADC(LU)/Principal ALP/Principal ADC(BTC);
- HoD App. Sc./BA/CA/EE/EL/CSE/ME/CE/BT/Pharmacy;
- Registrar/SWO/AO/CT&P/Proctor/LO/PO/MCC/Librarian-CL/WSS/SO;
- A.R. (Exams/Acad./Estb.)/Wardens/Librarian-AIPR/AE/MSE&L/SSO;
- All Notice Boards/Website /Mr. Azeemuddin for distribution and display.