



# THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD-36, Salt Lake, Sector-1, Kolkata, W.B, PIN - 700 064

Website: <http://www.wbuhs.ac.in>

EPBX: (033) 2321 - 3461, (033) 2334 - 6602, Fax: (033) 2358 - 0100

Memo No. OG/WBUHS/2018-19/1714

Date: 13 /12/2018

## NOTIFICATION

*The '7<sup>th</sup> Annual Convocation' of 'The West Bengal University of Health Sciences', Kolkata will be held on **Wednesday the 2<sup>nd</sup> January, 2019 at 11.30 AM** at 'Biswa Bangla Convention Centre' – Biswa Bangla Sarani, Block - DG, Newtown, Kolkata – 700 156, W.B.*

*His Excellency, **Shri K. N. Tripathi**, the **Governor of West Bengal** and Hon'ble Chancellor, The West Bengal University of Health Sciences, Kolkata has kindly consented to preside over the Convocation.*

*In this convocation the degrees will be presented to all candidates who have passed their Ph. D, Post Doctoral and Post Graduate degree achieved till **December 15<sup>th</sup>, 2018** in different disciplines under different systems and streams of this University. However, only candidates due to receive their Ph. D and Post Doctoral (D.M & M. Ch) degrees and the PG / UG toppers under various categories and streams and medal / prize winners will be called on the podium to obtain their degrees / medal / certificates. The remaining candidates who choose to register for the collection of degrees in person during the function shall be allowed to attend the function in ceremonial gowns and be seated at designated places within the convocation venue where the degrees will be handed over to them.*

*Any Candidate intending to attend the Convocation to receive any of the aforementioned degrees for which they qualified in the year 2018 (upto 15.12.2018) from this University in the respective discipline is requested to apply to the **Registrar, The West Bengal University of Health Sciences**, in proper application form (annexed below) on or before **19.12.2018 by 4.00 P.M** (by hand) and **20.12.2018 by 5.00 P.M** (by post) accompanied by **2** demand drafts in favour of "**The West Bengal University of Health Sciences**", payable at Kolkata as mentioned in the application form.*

*Subanta Sinha*  
13/12/2018  
Registrar



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## Instruction to the candidates for attending Convocation

1. The 7<sup>th</sup> annual Convocation of the University will be held on **Wednesday, the 2<sup>nd</sup> January, 2019 at 11.30 A.M** at **'Biswa Bangla Convention Centre'** at Biswa Bangla Sarani, Block - DG, Newtown, Kolkata – 700 156, W.B (Hall: 6, auditorium at level-1) for conferring Post graduate, Doctoral (Ph. D), Post-doctoral (D.M & M. Ch) degrees, to the successful candidates of the examinations held in year 2018 (upto 15.12.2018). The Undergraduate toppers under various categories and streams of the same years and medal / prize winners will get the opportunity to get the degrees on the day of the Convocation.

2. Any Candidate intending to attend the Convocation to receive any of the aforementioned degrees / medals / prizes winners for which they qualify in upto December 15<sup>th</sup>, 2018 from this University in the respective discipline is requested to apply in proper application form (annexed below) mentioning all the details and addressed to the **Registrar, The West Bengal University of Health Sciences** at DD-36, Salt Lake, Sector-I, Kolkata- 700 064 on or before **19.12.2018 by 4.00 P.M** (by hand) and **20.12.2018 by 4.30 P.M** (by post) accompanied by **2 Demand Drafts** in favour of **"The West Bengal University of Health Sciences"**, payable at Kolkata as mentioned in of the application form along with **2** copies of recent passport size photographs duly signed by him / her duly attested by the 'Head of the Institutions' last attended.

### 3. Identity-cum-Receipt slip

Each candidate should obtain an identity slip from the designated officer on **Tuesday, the 1<sup>st</sup> January 2019** immediately after the rehearsal is over, in the foyer of **'Biswa Bangla Convention Centre'** at Biswa Bangla Sarani, Block - DG, Newtown, Kolkata – 700 156, W.B (Hall: 6, auditorium at level-1). **No one will be permitted to enter the convocation hall without his/her being in possession of the 'Identity-cum-Receipt Slip'.** The slip will be required to be shown at the entrance before admission to the Hall and will be surrendered to the officer-in-charge who will issue a gate pass.

### 4. Rehearsal

There will be a compulsory dress rehearsal on **Tuesday, the 1<sup>st</sup> January 2019 at 11.00 a.m** at **'Biswa Bangla Convention Centre'** at Biswa Bangla Sarani, Block - DG, Newtown, Kolkata – 700 156, W.B (Hall: 6, auditorium at level-1). All candidates should attend the rehearsal to facilitate orderly conduction of the Convocation. The candidates for awarding of the Degree in person must be present at the rehearsal where they will be called according to their names and degrees to be awarded. They must remain in their seats in the convocation hall till the rehearsal is over. **No candidate will be allowed to attend the convocation, if he / she fails to attend the rehearsal on 1<sup>st</sup> January 2019.**



### **5. Admission to the Hall**

**No one will be admitted to the hall after the attendance is taken.**

On the day of Convocation (02.01.2019) all registered candidates shall have mandatorily take their designated seats at least **1½ hrs. before** (*i.e* 10.00 AM) start of the ceremony.

### **6. Seating arrangements in the convocation Hall**

Candidates who are present in the convocation in person will be allotted a seat and have to seat according to the allotment.

### **7. Academic Costumes**

The candidates shall wear prescribed costume, which will be available at the auditorium at the time of Rehearsal from **10.00 am** onwards on **1<sup>st</sup> January, 2019**. The costume should be returned on **2<sup>th</sup> January, 2019** after the convocation is over. Out of the 2 demand drafts of Rs. 2,500/-(two thousand five hundred) [*as caution deposit*] and Rs. 2,000/-(two thousand) [*as convocation fess*] tendered for this purpose, the demand draft of Rs. 2,500/- would be refunded to the candidate provided the costume is returned to the authority in good condition and with all ancillaries. **However, candidates appearing to receive Prizes / Medals shall be exempted from paying Convocation Fees.** They shall however have to submit DD of Rs. 2,500/- as caution deposit as usual, which is refundable.

**N.B:** - If any candidate wishes to keep the convocation dress as a memento, he / she may do so by foregoing caution deposit of Rs. 2,500/-.

### **8. Stay & Travel**

Candidates will have to make their own arrangements for their travel and stay at Kolkata. The West Bengal University of Health Sciences will not be able to make any arrangements for the candidates.

P.T.O



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## 7<sup>th</sup> Annual Convocation APPLICATION FORM

To  
The Registrar,  
The West Bengal University of Health Sciences,  
DD-36, Salt Lake, Sector -1, Kolkata- 700 064  
West Bengal



Sir,

I intend to receive my "Post-Graduate/Post-Doctoral/Ph. D - degree/prize/medal/ certificates" in

\_\_\_\_\_ in person and request that I may be awarded to the same. I enclose 2 demand drafts amounting to (a) Rs. 2,500/- (two thousand five hundred) and (b) Rs. 2,000/- (two thousand) = [Total Rs. 4,500/- Rs. (four thousand five hundred) only]\* drawn in favour of "The West Bengal University of Health Sciences", payable in Kolkata.

### PARTICULARS ARE TO BE FILLED-UP BY THE CANDIDATE

\*Name (in Block letters) \_\_\_\_\_  
\*Examinations passed \_\_\_\_\_ \*Subject \_\_\_\_\_  
\*Name of the Institution \_\_\_\_\_ \*Year \_\_\_\_\_  
\*Roll No. \_\_\_\_\_ \*Registration No. \_\_\_\_\_  
Tel. No. with STD code \_\_\_\_\_ \*Mob. No. (valid) \_\_\_\_\_  
Alternative Mob. No. (valid) \_\_\_\_\_  
\*E-mail ID (valid) \_\_\_\_\_

#### Particulars of Demand Drafts: -

Sl.	Amount (Rs.)	D.D No.	Name of the Bank & issuing Branch	Date of Issue
1)	Rs. 2,500/-			
2)	Rs. 2,000/-			

N. B: While submitting DD – recipient name, course awarded for, cellphone no, date, etc. should be written on the reverse side.

Yours faithfully,

Date: ...../...../2018

\* fields are mandatory

(Signature in full with date)