

**OFFICE OF THE DEAN STUDENT WELFARE**

No.DSW/SK/Convocation/ 5816

Dated: 16-11-2024

**Notice**

This is for the information of all the concerned that the Cap, Jacket, silk saree and Uttariya to be used by AC member during the forthcoming convocation on 27.11.2024 are available in DSW Store. These item will be made available to AC member free of charge. Only Jacket (Half) and Uttariya may be obtained by students against cash payment of Rs. 50.00 to be deposited in the DSW Office along with the surety bond form duly completed. Rs. 1500.00 in cash to be deposited as security if no surety is given by the passed out students.

The schedule for distribution of convocation dress is as follows:

Si. No.	Date	Timing	Place (DSW Store)
1.	23.11.2024	10:00 AM to 12:30 PM to 2:30 PM to 5:00 PM	AC Members
2.	24.11.2024	10:00 AM to 12:30 PM to 2:30 PM to 5:00 PM	UG & PG Students
3.	25.11.2024	10:00 AM to 12:30 PM to 2:30 PM to 5:00 PM	UG & PG Students
4.	26.11.2024	10:00 AM to 12:30 PM to 2:30 PM to 5:00 PM	UG & PG Students
5.	27.11.2024	8:00 AM to 9:30 AM	UG & PG Students

Everyone should arrange to return the Jacket (Half), Cap, Uttariya and silk saree from the afternoon of 27.11.2024 to 28.11.2024 failing which extra rent @ Rs. 10.00 per day will be charged thereafter.

  
(Anand Singh Jeena)  
Dean Student Welfare

Cc to :

1. Registrar for information who may arrange to get the same for guests and other sitting on the dais beforehand.
2. Assoc.DSW for making necessary arrangements.
3. All Deans/Directors/Sectional Heads for information and circulation please.
4. All Hostel and College Notice boards for information of Students.
5. Mrs. Yashoda, Asstt. Accountant, Mrs. Shivani, Asstt. Accountant and Pratibha Borai, Asstt. Accountant to collect the dress charges from the concerned students.
6. Sri.Prem Yadav, Store Keeper, Sri. Girish Tiwari, Sri D.S. Kunal, Manager Shivalik Bhawan and Sri Kamlesh Pradhan, Manager Mandakini Bhawan will be in charge for supply of materials. Sri Satish Keshi and Dhan Singh Rawat will assist the Store keeper for issuing the material.