



Senate Of Serampore College

College founded by Carey, Marshman and Ward, 1818
Incorporated by Royal Charter, 1827 and
Bengal Act IV of 1918 as modified
upto 1997 by Govt. of
West Bengal

P.O. Serampore-712 201
Dist. Hooghly
West. Bengal, INDIA

THE REGISTRAR

Ref. :

Convocation 2020

March 22, 2021

To

The Principals of

All Affiliated Colleges & Federated Faculties of

The Senate of Serampore College

Sub: Serampore College Convocation 2020 – April 10, 2021 (Virtual)

Dear Sir/Madam,

Greetings from the Senate of Serampore College!

With the announcement of Convocation of Serampore College we would appreciate to have the following documents and information pertaining to the graduating students and Principals on or before **28th of February, 2021**. Please note that the Convocation shall be held virtual/online and the following information are extremely important for organizing online/virtual Convocation. Kindly take care to go through the details so that this Convocation will be successful.

1. Details of graduating students as per the list of graduating students sent to you from the Senate Office for the courses (M.Th., B.D., B.Th., B.Miss., B.C.S, Dip.C.S, BBTS, M.C.S, Dip.BT, D.W.M, MCP, DCPC.). The D.Th. and D.Min. students will be prepared separately by the Dean of Research/SATHRI.
2. A Convocation Portal shall be sent by the Senate of Serampore College to upload the photographs separately for each course with students' registration number and the official names as it appears in the final list of graduating students.

I. STUDENTS' INFORMATION

- a. Passport size photograph **only jpg format** (3.5cm X 4.5cm) (file size under 50 kb)
- b. White background
- c. 80% head coverage
- d. Color or black & white



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IF STUDENTS' INFORMATION ARE NOT SENT, THE PICTURES WILL NOT APPEAR ON THE SCREEN WHILE LIVE STREAMING OF THE CONVOCATION PROGRAMME, AND ONLY DUMMY PHOTO WILL APPEAR.

II. PRINCIPAL'S INFORMATION

- a. Passport size photograph with academic gown only with **jpg format** (3.5cm X 4.5cm) (file size under 50 kb)
- b. One video on standing position with academic gown reading out the names of your college graduating students pausing for two seconds between the names announced.
- c. **Separate videos are to be prepared for each course i.e. M.Th., B.D., B.Th., B.Miss., B.C.S, Dip.C.S, BBTS, M.C.S, Dip.BT, D.W.M, MCP, DCPC.**

III. Certificates of the students will be sent to the Colleges, which will be dispatched to the individual student accordingly by the College. Colleges are requested to collect the following fees from students' and submit to the Senate of Serampore College along with the graduating students' information and documents:

- a. Graduation fee Rs. 200/- if it is not paid by the College along with the other fees.
- b. Reduced Convocation fee Rs. 500 for all instead of Rs. 850/-.
- c. The Certificates when sent to the college should not be 'held back' on any ground related to the College discipline as it is the right of each student to receive the certificated once permitted to write the examination by the college. It is legally untenable such an act.

We seek your kind cooperation in timely submission of documents. Enclosed please find the Notice for Graduating Students. We would appreciate if you can also send the notices to your students. The Senate will send also notices and information to the graduating students in Telegram App.

Thanking you for your kind cooperation.

Yours sincerely,

Rev. Dr. Santanu K. Patro

Encl: Information to the graduating students