Dear Degree Recipients,

It is a great pleasure to announce that the 1st Convocation of our Bahra University, Wakanghat will be held on Sunday, the 26th April, 2015. You are eligible to receive your degree in this Convocation, a sacred ceremony in one’s life. You are required to send enclosed Form no. 1 duly filled in to Dr. Sushil Chaudhary, COE, without fail on or before 15th April, 2015.

The following Schedule will be strictly adhered to:

1. Convocation Rehearsal:
   You will report for Rehearsal on 25th April, 2015 at 11:30 am sharp, without which you will not be allowed to attend the Convocation on 26th April, 2015.

2. Gowns:
   The gowns for the Convocation will be issued immediately after the Rehearsal from the HM Block against a payment of Rs. 1500/- (including Rs. 500/- as refundable security) towards gown and sundry charges. Security amount will be reimbursed to you after the Convocation on return of the gown.

3. Guests:
   In case you are interested to bring your parents / spouse (not more than two), you are required to fill in enclosed Form no. 2 and send it to Dr. Sushil Chaudhary, COE, along with Rs. 250/- per person, without fail on or before 15th April, 2015.

4. Lunch:
   You are invited to join for lunch (along with your parents / spouse as per serial no. 3) after the Convocation.

Yours sincerely,

Registrar
To

Controller of Examinations,
Bahra University, Wagnahat,
Distt. Solan, Himachal Pradesh-173234

Subject: Bahra University Convocation-2015.

Dear Sir,

With reference to your letter No.________ dated ______, it is to inform you that I am eligible to receive my degree in the Convocation. I shall attend the Convocation rehearsal on 25/04/2015 (Saturday) at 11:30 am sharp and shall also be present at the Convocation to be held on 26th April 2015 (Sunday) to receive my degree in person.

Yours Sincerely,

(Signature of the student)

Name of the Student _______________________
Roll No.______________________________
Date of Completing Degree__________________
Course______________________________
Address______________________________

______________________________

Pin code__________________
Telephone No.__________ Mobile No_____
E. Mail I.D.__________________________
To

Controller of Examinations,
Bahra University, Waknaghat,
Distt. Solan, Himachal Pradesh-173234

Subject: Guests for Convocation.

Dear Sir,

I, ________________(Name in block letter), Roll No.______________, course ________________, am eligible to receive degree in the Convocation to be held on 26th April, 2015.

I would like to invite the following to attend the convocation

1. Name ____________________
   Relationship ____________________
   Address ____________________
   ____________________
   ____________________

2. Name ____________________
   Relationship ____________________
   Address ____________________
   ____________________
   ____________________

(Signatures of the Student)

Dated: