



ASSAM UNIVERSITY::SILCHAR

NOTIFICATION

On request from various students, it is circulated for information of all concerned candidates (other than D.Litt, PhD and Gold Medalists) that the candidates who are not willing to participate through virtual (online) mode may apply for full refund of the Convocation fee (Rs. 1500/-) as per enclosed format and mail it to: ausconvocation@gmail.com latest by 10 December, 2020. Refund of the convocation fees to respective bank a/c may take some time (about 90 days) after Convocation.

(Dr. P.K. Nath)
Registrar i/c

Date : 1st December, 2020

No. AUE/18th Convocation/2019

Copy for information and necessary action :

1. PS to VC for kind information of the Vice-Chancellor.
2. Pro-Vice Chancellor, AUS/AUDC
3. All Deans of Schools.
4. Controller of Examinations / FO / Director, CDC/ Director IQAC.
5. All Heads of Department, AUS / AUDC.
6. Principals of all colleges under Assam University.
7. Director, Computer Centre for uploading the notification in the University Website.
8. System Analyst for uploading the notification in the Examination / Convocation portal.
9. All Officers / All Sections.
10. President & Secretary, AUTA, AUNTEA & AUSU.
11. News Editor, AIR Silchar / Station Director, DD Silchar / BTN Silchar with a request to broadcast the same in the local news bulletin.
12. Editor Dainik Jugasankha / Samayik Prasanga / Prantojyoti / Nababarta Prasanga / Arleng Daily with request to publish the same as news item only.

Registrar i/c

APPLICATION FOR REFUND OF CONVOCATION FEE

To,

The Controller of Examinations
Assam University, Silchar – 788011

Sub:- Refund of Convocation Fee of 18th Convocation of the University to be held on 24-12-2020

Ref:- Notification No. AUE/18th Convocation/2019, dated. 01-12-2020

Sir,

As I do not intend to join the 18th Convocation to be held on 24-12-2020 in virtual mode (online), I request you to refund the Convocation fee (Rs. 1500/-) as per details given below:-

01	Name of the Candidate	
02	Course/Degree	
03	Date of submission of application for Convocation	
04	Application/ Transaction No	
05	Mobile No.	
06	Email id	
07	Bank details for refund of the fee amount	

Name of the A/C:	
A/C no:	
A/C type (SB/Current)	
Bank Name	
Branch Name	
IFSC	

I understand that refund of the amount to my Bank A/c will take some time (say three month).

Further I also note that I shall have to apply afresh after convocation for obtaining my Original Certificate from the University as per procedure.

Date:

Yours faithfully

Signature:

Name:

* TO BE MAILED TO ausconvocation@gmail.com within 10 December 2020.

Note: D Lit & Ph.D candidates and Gold Medallists are not authorised to apply for refund of Convocation Fee.