



National Law University and Judicial Academy, Assam
Hajo Road, Amingaon, Kamrup (Rural) Guwahati-31 (Assam)

No. NLUJAA/RO-ADMIN/F/MISC.-MATTERS/2017-18/ 3964

Date: 22.02.2018

**Important Notice for Graduands receiving degrees in the
First Convocation Ceremony to be held on February 25, 2018**

1. All graduands will have to be present in the NLUJAA campus on 24th February, 2018 at 4.45pm for rehearsal. Students who would be accommodated at Hotel Grand Majesty and Hotel Riveria will be picked up at 3.45pm. from the hotels by university bus.
2. The University bus will leave the hotels on February 25, 2018 (Convocation day) at 8.00 a.m. for NLUJA, Assam Campus. Graduands shall have their breakfast at the hotel.
3. Graduands who would reach Guwahati in the late evening of 24th February, 2018 and would not be able to attend the rehearsal are advised to text their names to – 9864070760/7002813967. However, it is to be noted that participating in the rehearsal on the eve of the Convocation day is important.
4. Graduands, whose parents would attend the Convocation Ceremony, may collect invitation cards (for entry into Convocation Hall) from the Moot Court Hall, Academic Block on February 24, 2018 (evening).
5. Convocation Gowns will be distributed on February 24, 2018 (evening) Moot Court Hall, Academic Block. Graduands will have to submit an amount of INR 500/- to collect their gowns ; the amount will be refunded when the gown is returned after Convocation at Moot Court Hall, Academic Block on February 25, 2018.
6. Graduands would have to submit their travel details and bank details in the prescribed format (attached herewith) by 23 February, 2018 (5pm) to convo@nluassam.ac.in to claim reimbursement of their travel expenses. Supporting documents may be scanned along with the mail or submitted at the Moot Court Hall, Academic Block on February 24, 2018 (evening). The reimbursable amount will be transferred to the account of the graduands after verification of documents.
7. Detailed Plan of room allocation has been uploaded in the university website. Graduands are directed to report to the hotels as per their respective allocations.

[Signature]
Registrar

NLUJA, Assam

Memo. No. No. NLUJAA/RO-ADMIN/F/MISC.-MATTERS/2017-18/ Date: 22.02.2018

Copy to:

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1. P.S. to the Vice-Chancellor for kind appraisal of Hon'ble Vice-Chancellor.
2. The Examination Section, NLUJA, Assam.
3. Guard File.
4. *System Admin. for upload in website.*

Sd/-

Registrar

NLUJA, Assam