



**IFTM University Alumni Association (Regd.)
(IUAA)
Moradabad**

Date: September 16, 2021

Ref No: IFTMU/IUAA/2021/00032

To,
The Alumni Coordinators
SPS/ PA

Sub:- Webinar

Dear Coordinators,

I am glad to share that your request for conducting the webinar on September 18, 2021 with alumni as a resource person, has been approved by the Hon'ble Vice chancellor & Patron (IUAA).
You are required to proceed and ensure the submission of the following -:

- Minute to minute programme 01 day before the webinar.
- Webinar report within 15 days of the completion of webinar.
- News of webinar on same day to Director (PR & Legal Cell) for print media.
- Recording of webinar to Director (IT services) for display on website.

Also, ensure the distribution of certificate of participation to all concerned.

ALL THE BEST.

(Prof. Anuj srivastava)

President

President

IFTM University

Alumni Association (Regd.)

Moradabad

Copy to:-

1. Chief Patron/ Patrons/ Co-Patrons (IUAA)
2. Treasurer/ Vice President/ Secretary (IUAA)
3. The Directors of SPS/ PA/ IT services/ PR & Legal Cell
4. OSD to Chancellor
5. P.S to Vice Chancellor
6. P.A to Registrar
7. P.A to COE
8. P.A to Finance Officer
9. IUAA Cell

(Prof. Anuj srivastava)

Preside

President

IFTM University

Alumni Association (Regd.)

Moradabad