



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

Ref No: IFTMU/IUAA/2021/00034

Date: September 17, 2021

To,  
The Alumni Coordinators  
University Polytechnic

Sub: - Webinar

Dear Coordinators,

I am glad to share that your request for conducting the webinar on September 21, 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 -:

- a) Minute to minute programme 01 day before the webinar.
- b) Webinar report within 15 days of the completion of webinar.
- c) News of webinar on same day to Director (PR & Legal Cell) for print media.
- d) 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.

Copy to:-

1. Chief Patron/ Patrons/ Co-Patrons (IUAA)
2. Treasurer/ Vice President/ Secretary (IUAA)
3. The Director University Polytechnic/ 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

17-9-21  
(Prof. Anuj Srivastava)  
President  
IFTM University  
Alumni Association (Regd.)  
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