



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

Ref No: IFTMU/IUAA/2021/00036

Date: September 20 , 2021

To,
The Alumni Coordinator (s)
SBM

Sub: - Webinar

Dear Coordinator (s),

I am glad to share that your request for conducting the webinar on September 24, 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.
- a) Webinar report within 15 days of the completion of webinar.
- b) News of webinar on same day to Director (PR & Legal Cell) for print media.
- c) 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 Directors of SBM/ 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)

President

IFTM University
Alumni Association (Regd.)
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