

# Senate Of Serampore College (University)

College founded by Carey, Marshman and Ward, 1818  
Incorporated by Royal Charter, 1827 and  
Bengal Act IV of 1918 as modified  
upto 1997 by Govt. of  
West Bengal



**Rev. Dr. Limatula Longkumer**  
B.A., B.D., M.Th., D.Th  
*Registrar*

10, William Carey Road  
P.O. Serampore-712 201  
Dist. Hooghly, W.B. India

Conv/Arr/215, Cir-II

August 21, 2024

**SUB: BOARD/SENATE MEETING AND CONVOCATION 2024  
CIRCULAR – II  
(INFORMATION FOR MEMBERS -BOARD AND SENATE)**

1. **HOST:** Baptist Theological College  
T.Chikri, Pfutsero  
Dist. Phek  
Nagaland– 797 107
2. **VENUE:**
  - I. **SENATE & BOARD MEETING:** Pioneers' Complex, CBCC
  - II. **COMMEMORATION SERVICE:** Convocation Hall
  - III. **CONVOCATION:** Convocation Hall at CBCC Ground
3. **DATE:** November 20-22, 2024
4. **CONTACT PERSON:** Dr. Khrotsolo-u Teno, Vice Principal, BTC
5. **TEL. /E-MAIL:** Contact No.: 8420216248  
E-mail: [btviceprincipal2022@gmail.com](mailto:btviceprincipal2022@gmail.com)
6. **HOW TO REACH:** Through Dimapur Airport/Railway Station/Bus Stand/ By Road through NH-29 (120 Km from Dimapur to BTC Pfutsero takes 5 hours)

Transportation will be provided from the Airport, Railway Station and Bus Stand for all the members to be received and taken to the place of stay.

There will be a **Pick-Up Counter**, so the members are requested to look out for the **Serampore College Convocation Counter at Dimapur, Kohima and if needed in Tadubi (Manipur)**.

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## 7. TYPE OF WEATHER:

November is usually cold and chilly at Pftusero, Nagaland. Members are requested to bring warm clothes as temperature may fall up to 5°C at night.

## 8. ARRIVAL AND DEPARTURE OF THE MEMBERS ATTENDING THE MEETINGS & CONVOCATION:

**Arrival:** November 19, 2024      **Departure:** November 23, 2024

## 9. ACCOMMODATION AND FOOD:

Accommodation and food is arranged by the Host College.

*The Members are requested to inform your plans for arrival and departure by using the itinerary form (attached herewith), to the Registrar, Senate of Serampore College, Serampore with a copy to the Vice-Principal, BTC, Pftusero, Nagaland latest by 31<sup>st</sup> October, 2024.*

## 10. DAILY TIMINGS FOR MEALS AND REFRESHMENTS:

Meals and refreshments will be provided to the members of the Board and the Senate and the guests as suggested below:

*Breakfast - 7.30 a.m.  
Tea/Coffee - 10.30 a.m.  
Lunch - 01.00 p.m.  
Tea/Coffee - 03.30 p.m.  
Dinner - 07.00 p.m.*

**Mid-day tea/coffee at 10:30 a.m. and evening Tea/coffee with snacks will be served at the place of the meeting at 3:30 p.m.**

## 11. COMMEMORATION SERVICE:

The Commemoration Service will be held **on November 22, 2024** from 08:00 a.m. to 09:00 a.m.

## 12. CONVOCATION CEREMONY:

The Convocation Ceremony will be held on **November 22, 2024** from **3:00 p.m. to 6:00 p.m.**

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## 13. CONVOCATION PHOTOGRAPH:

It is customary to take a photograph of all the members and graduates prior to the Convocation Ceremony.

## 14. SCHEDULE FOR BOARD AND SENATE MEETINGS & CONVOCATION CEREMONY:

November 20, 2024 (Wednesday)	08:45 a.m. - 12:30 p.m.	Board Seminar & Meeting
November 20, 2024 (Wednesday)	02:00 p.m. - 03:30 p.m.	Board Meeting continues
November 20, 2024 (Wednesday)	04:00 p.m. - 06:00 p.m.	Senate Meeting
November 21, 2024 (Thursday)	08:45 a.m. - 05:00 p.m.	Senate Meeting ( <i>With Lunch Break</i> )
November 22, 2024 (Friday)	08:00 a.m. - 09:00 a.m.	Commemoration Service
November 22, 2024 (Friday)	03:00 p.m. - 06:00 p.m.	Convocation Ceremony

## 15. SCHEDULE FOR THE FUNCTIONS ON THE CONVOCATION DAY:

Commemoration Service	-	08:00 a.m.- 09:00 a.m.
Tea Break	-	09:00 a.m.- 09:15 a.m.
Rehearsal	-	09:15 a.m.- 12:00 noon
Lunch Break	-	12:00 p.m.- 02:00 p.m.
Convocation Photo	-	02:00 p.m.- 02:15 p.m.
Convocation Tea	-	02:15 p.m.- 02.45 p.m.
Convocation Ceremony	-	03.00 p.m.- 06:00 p.m.
Return of gown and hood	-	06:00 p.m.- 06:30 p.m.
Convocation Dinner	-	07:00 p.m.

## 16. REHEARSAL:

Rehearsal for the Serampore College Convocation Ceremony and checking of the graduates attending Convocation will take place just after the Commemoration Service. **All Principals and Head of the Institutions along with their students, who are present, are requested to attend the Rehearsal as they are expected to call out the names of the graduates of their College/Seminary/Institutions.**

## 17. GOWN & HOOD:

Principals of affiliated Colleges and Senators are requested to bring their own ACADEMIC GOWN AND HOOD to take part in the Convocation Ceremony.

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## 18. TRAVEL REIMBURSEMENT FOR THE FOLLOWING MEMBERS:

- A. Senate Members, who are NOT Principals & Board Institution Members
- B. Nomination to the Board
  - i. Church Representatives
  - ii. Secular Educationist
  - iii. Teacher Representatives
  - iv. Student Representatives
  - v. Co-opted Members
  - vi. Serampore College Council Nomination
- C. Officers of the SSC/BTESSC
- D. Dean, Research/SATHRI
- E. Dean, Extension Program/SCEPTRE

The Colleges and Board Institutions are requested to take care of the travel expenses of their principals/representatives as agreed at the Senate Meeting in 2008.

## 19. CULTURAL PROGRAMME:

The Host College has arranged a cultural programme on **November 21 from 8 p.m. to 9 p.m. at the Convocation Hall**. All the guests and members are requested to attend the programme. There will be usual dinner before the cultural night and special refreshment will be served during the celebration.

## 20. CORRESPONDENCE:

All the matters related to Senate/Board meetings and Serampore College Convocation should be addressed to the Registrar, Senate of Serampore College, Serampore- 712201, Dist. Hooghly, West Bengal ([registrarsenate@yahoo.in](mailto:registrarsenate@yahoo.in)). **Matters concerning arrival, departure should be addressed to the Vice-Principal, BTC Pftusero ([bteviceprincipal2022@gmail.com](mailto:bteviceprincipal2022@gmail.com)) with a copy to the Registrar, SSC by October 31, 2024.**

**Principals of Affiliated Colleges are requested to inform their itinerary as well as list of students attending the Convocation to the Registrar of Senate of Serampore College and to the Vice-Principal of BTC Pftusero latest by October 31, 2024.**

**Rev. Dr. Limatula Longkumer**  
**REGISTRAR**