



**MEWAR
UNIVERSITY**

MU/DC

(A University u/s 2(f) of the UGC Act 1956 with the right to confer degrees u/s 22(1) of the UGC Act.

Established by Rajasthan State Government Act 4 of 2009)

GANGRAR, CHITTORGARH, (RAJ.) INDIA – 312901

**APPLICATION FOR DEGREE CERTIFICATE
in
2nd CONVOCATION 2016**

1. Name of the Department & Faculty: _____

2. Enrolment Number: _____

3. Mode of Receiving Degree: ☐ IN CONVOCATION ☐ IN ABSENTIA

4. Name of Candidate as in University Records: _____
(CAPITAL LETTERS ONLY)

5. Father's Name: _____

6. Gender: ☐ MALE ☐ FEMALE

7. Date of Birth: __ DATE / __ MONTH / ____ YEAR

8. a. Degree/Diploma for which application is made: _____

b. Branch Main: _____

c. Month and year of the last examination taken to qualify for the Degree/Diploma:

COURSE	YEAR/SEMESTER	OBTAINED CGPA/PERCENTAGE

9. Address of communication (in CAPITAL LETTERS) : _____

MOBILE NUMBER: _____ EMAIL ADDRESS: _____

10. Do you require accommodation? ☐ Yes ☐ No; If yes then for how many days: _____

11. Amount of Fees remitted:

Rs. _____ DD No: _____ Date: _____

Bank & Branch: _____

12. Signature of Candidate: _____ Date: _____

13. Signature of Dean: _____ Date: _____

INSTRUCTIONS

1. Mode of receiving the Degree – Course
 - I. MPhil/Ph.D Candidates In Person
 - II. Other (UG, PG, Diploma, etc...) or In Absentia
2. All candidates should enclose Xerox copies of their High School Certificate and University Provisional Certificate (if obtained) of the Degree for which the application is now made along with the Xerox Copy of Final Grade/Marks Sheet for name and results verification.
3. Remittance of Fees shall be done by Demand Draft in Favour of “Mewar University”, Gangrar, Chittorgarh. Demand Draft/Challan should be drawn within 10 days prior to the date of application. NAME AND ENROLMENT NUMBER of the candidate should be written on the BACKSIDE LEFT HAND TOP of the Demand Draft without fail.
4. All filled-in applications along with necessary fees/enclosures shall be sent to “Ms. Vandana Malviya, Convener- Convocation Registration, Mewar University, Gangrar, Chittorgarh, Rajasthan 312901” and/or via email at vmalviya@mewaruniversity.co.in.
5. Hostel Accommodation is chargeable at Rs. 250 per day. This fees has to be added in along with the registration.

FEES PARTICULARS FOR ISSUE OF DEGREE CERTIFICATE

- | | | |
|----|------------------------|---|
| 1. | DEGREES AT CONVOCATION | - Rs. 500 /- |
| 2. | DEGREES IN ABSENTIA | - Rs. 2500 /- for Diploma and Undergraduate |
| | | - Rs. 3000 /- for Post Graduate |
| | | - Rs. 3500 /- for M.Phil |
| | | - Rs. 5000 /- for Ph.D |

ANNUAL CONVOCATION

1. The recipient of the degree as mentioned above shall have to occupy his/her seat in the Convocation Arena on the day of Convocation at the stipulated time.
2. All the recipients will have to clear their University and hostel dues, if any, before the day of Convocation.
3. He/She will not be allowed to receive his/her Degree at the Convocation if he/she fails to observe any of the Convocation Formalities.
4. The scrolls of the recipients who will not be able to attend the Convocation will be sent to those recipients by Registered Post at the Residential Address (inside India Only), after six weeks from the date of Convocation.
5. The last date of receipt of Applications, the date of Convocation and the detailed program shall be as per the Notification on the University website.

CONVOCATION DRESS

Male Candidates : Black trousers, white full-sleeves shirt and black shoes

Female Candidates: Plain White Cotton Sari with 2” border (Saffron or Orange Colored)
Or White Salwar Kameez

The Robes will be provided by the University