



**CONVOCATION FORM (IN ABSENTIA/IN PRESENTIA)**

N.B.

- (1) Please read all the instructions carefully before filling in the form. All entries must be filled in correctly. Application with incorrect and incomplete entries will be rejected.

To,  
The Registrar,  
Swami Ramanand Teerth Marathwada University,  
NANDED-431 606.

Sir,

I request for admission to the ----- Degree/Diploma/Certificate at the ----- Convocation. I am Remitting Rs. ----- as convocation fee in cash/by way of D.D.No. ----- Dt. ----- drawn on ----- & request you to issue the degree certificate. My particulars are as follows:

1)\*\* Name in Full (IN CAPITAL LETTERS)

Mr./Ms. Surname                      Candidate's Name                      Father/Husband's Name

In English -----

In Devnagri Script-----

2) Residential Address-----

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Phone Number -----                      Mobile Number -----

3)+ Name of the

Exam. Passed-----                      4)++ Class Obtained-----

4) Optional Subject Studied/-----

Specialisation at masters level

5) Examination Seat No.-----                      7) Month & Year of Passing-----

6) Name of the College-----

I have read & understood the instructions enclosed herewith carefully and undertake to abide by the same.

Date : -----

Yours faithfully,

Signature-----

Name-----

(P.T.O.)

\* Name of the Examination.

\*\* Candidates are required to write their names correctly and accurately. The Degree Certificates will be issued in the name written by them in their application form for admission to the examination. Names in devnagri Script will be taken as written by the candidates in the application form. If there is controversy in the name written in application for admission to examination and the name in convocation form or the name in English & Devnagri Script, no degree certificate will be issued. If due to incorrect information convocation form the degree certificate is issued with incorrect name, the candidate will have to pay the additional fee of Rs.100/- for the same.

+ Certified true copy of the statement of Marks Should invariably be attached to the application form.

++ Write 'First with Distinction', 'First', 'Second' or 'Pass' as case may be.

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### IDENTITY CERTIFICATE

I-----

hereby certify that the marginal Photograph

Space for  
Photograph

Mr./Ms.----- who has

Passed -----(Course) in ----- (Year)

With Seat No.-----and is applying for Degree/Diploma has

been attested by me and that the applicant has signed in my presence.

Signature of Applicant.

Signature of Attesting  
Person with stamp.

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### FOR OFFICE USE ONLY

Receipt No.----- Date.----- Rs.-----

Form  
Checked by.

Mark Memo  
Checked from R.R. by

Degree Certificate  
Checked by

Issued Degree  
Certificate No.

Supdt./Asstt.Registrar/Dy Registrar

# Swami Ramanand Teerth Marathwada University, Nanded

“Dnyanteerth”, Vishnupuri, Nanded (M.S.) - 431 606.

## ANNUAL CONVOCATION

### FOR CONFERRING DEGREES, DIPLOMAS AND CERTIFICATES

#### 1. Convocation:

- The annual Convocation for conferring Degrees/Diploma/Certificates will be held every year in December/January or later in the University premises.
- Candidates entitled to Degrees/Diploma/Certificate and desirous of receiving them on the above occasion are required to send their application duly filled in and requisite fee to the Registrar.

#### 2. Availability of Forms:

- The form of application may be obtained from the publication section of the University or affiliated colleges on payment of Rs.10/-. If the application form is demanded by post, additional amount of Rs.10/- is required to be paid to University Office for postal charges, so that application form will be sent by ordinary post. Forms are also available on university website <http://srtmun.digitaluniversity.ac> the same may be downloaded and fees of the same (Rs.10/-) be deposited alongwith the convocation fees.

#### 3. Fees :

- candidate desirous of receiving the Degree in presentia at the time of convocation will have to pay the prescribed fee of Rs. 120/-\*.
- Candidate desirous of receiving the Degree in absentia will have to pay prescribed fee of Rs.170/-\*.

If the Degree Certificate is to be sent outside India, postal charges will be Rs.150/-

- Late fee :** Candidates who will fail to submit the duly filled in application form alongwith prescribed fee during the specified period, they can submit the same on payment of Late fee of Rs.50/- during the extended period for the purpose.
- Additional Fee :** candidates who fail to take the Degree/Diploma/Certificate in the convocation of that year, in which they have passed, are required to pay fee of Rs.200 + 50/- per year.
- Penalty :** Candidates who apply for Degree/Diploma/Certificate in presentia by submitting white form and fail to collect the certificate at the time of Convocation, will have to pay penalty of Rs.50/- while obtaining the certificate.

Applications not accompanied with the requisite fee or prescribed form will not be entertained. No communication will be made to the candidates in this regards.

- Degree/Diploma/Certificate through out the year :** Candidates who fail to apply for Degree/Diploma/Certificate during the specified period or extended period, they can obtain Degree/Diploma Certificate on payment of Rs.200/- + Rs.50/- per year through out the year, after convocation is over.

#### 4. Submission of Forms :

- Candidates can obtain the blank application form from the university office or the affiliated colleges. However duly filled in application forms along with the prescribed fee must be deposited in the university office/Affiliated Colleges and should obtained the receipt. University will not be responsible for loss of Form/D.D. Sent by ordinary post.

#### 5. Period of Submission of Forms :

- Candidates who complete their course of study in October/November or next March /April may apply for Degree Diploma/Certificate in Next September. The specified period for submission of forms along with prescribed fee will be from 1<sup>st</sup> September to 30th September. The applications can also be submitted with late fee of Rs.50/- from 1<sup>st</sup> October to 15th October every year. If the last day happens to be the holiday, next working day will be treated as last date.

#### 6. Mode of Payment and Timing :

- The prescribed convocation fee, late fee, additional fee or the penalty may be paid in University office either by cash or D.D. drawn on Nationalised Bank in favour of Registrar, Swami Ramanand Teerth Marathwada University, Nanded on all working days, except 1<sup>st</sup> & 3<sup>rd</sup> Saturdays and Public holidays between 11.00 a.m. to 3.00 p.m.

## 7. General :

- a) Those Candidates who pass a Degree/Diploma/Certificate Examination of this University shall have to take their Degree/Diploma/Certificate in the same year.
- b) A candidate will be admitted to Degree/Diploma/Certificate in person or in absentia at his /her option.
- c) The exact date and time of the convocation and the time for obtaining the certificate will be notified in newspapers.
- d) All candidates taking their Degree/Diploma/Certificate whether in absentia or in person are required to write legibly in their applications their residential address in full in English as well as in Devnagari Script.
- e) On submission of original fee receipts, Degree/Diploma/Certificate will be handed over to candidates receiving them in person in the University Office, on the day and time which will be notified. They must bring with them the receipt. duly signed, to be exchanged with the certificate.
- f) If the Degree Certificate is returned back to the University as undelivered, the candidate will have to send required Registered Postal charges again.
- g) Complaints regarding non-receipt of Degree/Diploma/Certificate or errors in them should be made within one month from the date of Convocation or receipt of degree. Complaints made thereafter will, in no case, be attended to.
- h) Candidates applying for two or more Degree/Diploma/Certificates must submit separate applications and pay separate fee for each Degree.
- i) Any excess amount of fee sent by a candidate will be refunded to him/her on demand within six months only from the receipt of the amount.
- j) Fresh Degree Certificate on improvement of class will be issued only after surrendering the earlier Degree Certificate, alongwith, Convocation form, to the University office.

## 8. Enclosures to the Application form :

- a) Demand Draft, if a fees is to be paid Demand draft.
- b) A Certified copy of the statement of marks of all the year.
- c) Candidates applying for Degree Complaints of M.B.B.S., B.A.M.S. & B.H.M.S., Or B.Pharm. etc., they must submit a certified copy of the University internship Certificate or Training Certificate, as the case may be, alongwith the application form.
- d) An attested copy of the First Degree Certificate Should be enclosed with the application form in case the first Degree is obtained.

## 9. Procession & Academic Costume :

- a) Candidates who have applied for receiving their Degree/Diploma/Certificates in person and desire to join the procession are required to be in attendance at the place of procession at the notified time punctually, on the Convocation Day. alongwith the Degree Certificates and must wear the Academic Costume.
- b) Candidates who are to be joined in the procession must wear the prescribed academic Costume. The candidate must wear the scarf which will be available at the University office.

### The academic costume prescribed by the University is as follows :

**For Boys-** White Pant and White Shirt or White Trouser and White Nehru Shirt

**For Girls-** White Saree with White Blouse or White Punjabi Dress with White Dupatta.

### c) The Colour of the Scarf prescribed by the University for each faculty is as follows :

FACULTY	COLOUR	FACULTY	COLOUR
1. Humanities	Dark Purple	2. Social Science	Light Purple
3. Science	Red	4. Commerce & Management Sciences	Yellow
5. Law	Dark Ash	6. Fine Arts	Pink
7. Medical	Green	8. Ayurveda	parrot Green
9. Engineering	Navi Blue	10. Education	Light Blue
		11. Physical Education	Dark Orange

- a) Candidate will have to pay a deposit of Rs. **150/-** (Rupees One Hundred & Fifty Only) for the Scarf, Which is refundable after deduction of Rs.10/- towards scarf fee. Scarf deposit will be accepted on Convocation day only.
- b) The scarf deposit will be refunded after receipt of the scarf . If scarf is not returned within 48 hrs. Rs.10/- per day will be charged as fine.