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DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

ANNUAL CONVOCATION FOR CONFERRING DEGREE

N.B. :- All entries must be correctly made in applicant's own Hand writing. Application with incorrect and incomplete entries will be rejected.

To,

The Registrar, Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar. (M.S.)

Sir,

I request admission in Person/Absentia to the Degree ..... as my First/Second/ Third Degree of this University at the convocation to be held in the month .....

Full particulars about the examination passed, etc. are given below :-

1	Name in full in CAPITAL letters Male / Female (As per Examination Form)	Applicant's Name / Father's / Husband's Name Surname
2	Name in full Devnagri Script (Marathi)	
3	Whether Regular or External?	REGULAR / EXTERNAL
4	Name of the College if regular OR Name of External Centre	
5	Please State the Caste if you belong to backward classes.	
6	Name of the Degree Examination passed.	Division in words ( )
7	Seat No.	Month and Year of Examination passed Oct.-Nov / April-May 20
8	Special or optional subjects offered at the Degree Examination. or Methods of B.Ed. or B.P.Ed. Degree.	(1) ..... (2) ..... (3) .....
9	(Only of M.B.B.S./B.A.M.S./B.H.M.S./B.D.S./ B. Pharm. Degree holders) information regarding completion of Internship / Industrial Training. From Dr. Babasaheb Ambedkar Marathwada University.	I have completed the Internship/Industrial Training Course from ..... to ..... at ..... Certified *Signature of Dean/Principal with stamp* *Signature of the applicant*
10	Only for Second Degree holders, ( ) Information regarding First Degree obtained by the candidate from Dr. Babasaheb Ambedkar Marathwada University or any other University (Attested Copy of latest marks memo and Degree Certificate be submitted in case First Degree is obtained.)	I have obtained First Degree i.e. bearing Seat No. ..... Passing year ..... from ..... University conferred.
10(a)	Only for B.E. & B.E. (Arch.) Students Please submit the marks memo of T.E. & B.E. Passed.	
10(b)	Please submit the Marks Memo from I	

11 (a) Correspondance Address: (with Pin Code)

. . . . . .

. . . . . .

. . . . . .

(b) (Devnagari Script) (Marathi)

. . . . . .

. . . . . .

. . . . . .

Your's faithfully,

Signature . . . . . .

Date : . . . . . .

Permanent Address : (with Pin Code) . . . . .

. . . . . .

. . . . . .

. . . . . .

12 Mobile No. (for quick reply) | | | | | | | | | | |

Important Note :- The Candidate should bring their Identity proof while Collecting the Degree Certificate.

PHOTO

(Latest Passport size photograph with Signature and Stamp of Attesting Officer)

IDENTITY CERTIFICATE

(To be filled in and completed while submitting the form)

I . . . . . .

. . . . . hereby certify that the marginal photograph of Shri/Kumari/Smt. . . . . who is applying . . . . . of . . . . . Degree/Diploma/Certificate has signed in my presence.

Signature of the applicant

Signature of the attesting Officer/Teacher/Member with designation Stamp (Stamp is essential)

CONTROL SHEET FOR (Office use only)

NAME OF THE CANDIDATE :

EXAMINATION PASSED March-April/Oct.-Nov. : SEAT NO. :

FORM PROCESSED BY :

Signature
Date

RESULT / DIVISION / REMARKS :

Signature
Date

REMARKS BY I/C

Signature
Date

DEGREE WRITTEN BY :

Signature
Date

DEGREE CHECKED BY :

Signature
Date

Date of Convocation

Signature of the Concerned Incharge

RECEIPT

Received . . . . . Degree / Diploma / Certificate

From the Registrar, Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar. (M.S.)

Date :

Receiver's Signature

with Mobile No. . . . . . .

mentioned below and in testimony threof degree, diploma or a certificate, as the case may shall be awarded to him.

For First Degree Holders

	Degree certificate fees	Registration fees	Total
For taking degree certificate in person.	Rs. 100/-	Rs. 100/-	Rs. 200/-
For taking degree certificate in absentia.	Rs. 100/-	Rs. 100/-	Rs. 200/-

For Second Degree Holders in the same Faculty or thereafter

In person	Rs. 150/-	Rs. 150/-	Rs. 300/-
In absentia	Rs. 150/-	Rs. 150/-	Rs. 300/-
In Person For M.Phil	Rs. 250/-	Rs. 250/-	Rs. 500/-
Degree Certificate Ph.D.	Rs. 300/-	Rs. 300/-	Rs. 600/-
In absentia For M.Phil	Rs. 250/-	Rs. 250/-	Rs. 500/-
Degree Certificate Ph.D.	Rs. 300/-	Rs. 300/-	Rs. 600/-

**Note :* Those who apply for Certificate or Diploma examination or Certificate Examination shall have to pay a fee of Rs. 300/- for taking the same in person and Rs. 300/- in absentia.

The candidate who apply for conferment of degree/diploma/certificate in person, should collect the same on the day of Convocation and also should be present in the procession failing which their application will be treated as in absentia and fee will be charged to them accordingly.

Provided that, if a degree/diploma/certificate is not demanded at a given address on payment of Rs. 50/- for one year and thereafter Rs. 50/- per year for Maharashtra State, Rs. 100/- for out of Maharashtra and Rs. 1000/- out of Country. towards postal charges or not collected by the candidate in person whithin a period of one year from the date of respective convocation, an additional amount of Rs. 100/- per annum and thereafter Rs. 50/- per annum will be charged.

Annual Convocation For Conferring Degrees

1 Fee may be paid in cash in the Registrar's Office between 11-00 a.m. to 2-30 p.m. on all working days or sent by Demand Dgraft payable to the Registrar. The Registrar will not be responsible for loss or money sent in an unregistred cover.

2 All candidates taking their Degree/Diploma/Certificate whether in Absentia or in Person are requested to write in their application the permanent as well as correspondance address in full.

3 On production of fee receipts the Certificate will be distributed to candidate receiving their degree In person in the University Office, on the Convocation day. They must bring with them the original receipts.

4 Candidates who have applied for receiving their degree in person and are including in the Procession are requested to be present at the place of procession before one hour of the Convocation ceremony on the Convocation Day with Degree certificate and must appear in the prescribed Academic Costume.

5 Those who desire to receive their degree in person, and join the procession are requested to receive their degree and Gowns from the Office of the University from 09-00 a.m. to 2-00 p.m. on a Convocation Day. The Gowns will be made available on payment of Rs. 25/- as hire charges. In addition to this Rs. 50/- will have to paid as deposit for Gowns which will be refunded after the Gowns is returned to the office. Only those who wear the Academic Cosume, as prescribed will be allowed in procession at the Convocation.

6 Complaints regarding the Non-receipts of fee receipt Degree Certificate or error in the Degree Certificate should be made within one month from the date of the Convocation or receipt of the Degree Certificate.

7 The candidate who desires to obtain the Degree / Diploma in Absentia and resides outsides Aurangabad should remit Rs. 50/- for Maharashtra State Rs. 100/- for out of Maharashtra and Rs. 1000/- out of Country; towards Postal Charges compulsory for dispatching the Certificate alongwith application.

8 Candidates who are submitting forms for a obtaining their Degree are requested to write the receipt No. and date of fee (Receipt) paid for the Convocation purpose at the top at left side of the Application forms.

9 The prescribed application forms and fees should be sent in time. Only fees or only application form for obtaining their Degree/Diploma/Certificate will not be accepted.

10 In case fee receipt issued by this office is lost Rs. 50/- for Maharashtra State Rs. 100/- for out of Maharashtra and Rs. 1000/- out of Country should be remitted for despatching Degree Certificate by Post.

11 Certificate of the candidate who are taking the certificate in absentia and those who have paid the postal charges will be dispatched at the correspondence address.

12 In their correspondence/letters for issue of certificates, the candidate should invariably write their name of the Examination, the Seat No., correct year and contact Number of the examination at the top for a quick action by the office, Letters should be brief and to the point. Letters received without above particulars will not be attended.

13 Latest marks memo and True Copy of Degree/Diploma/Certificate and Passing Certificate should be submitted.

14 Duplicate degree Certificate will be issued after Submission of an affidavit from Magistrate / Tahsildar alongwith prescribed fee & Rs. 2000/- towards fee for duplicate Degree certificate alongwith the application form.

Book-Post

Ref.No. Ex/Conv./

Date .....

Stamp

From :

The Registrar,
Dr. Babasaheb Ambedkar
Marathwada University,
University Campus,
Chhatrapati Sambhajinagar-431 004
(M.S.)

To,

Shri/Shrimati/Kumari. .....

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