



SARDARKRUSHINAGAR DANTIWADA AGRICULTURAL UNIVERSITY
SARDARKRUSHINAGAR – 385 506

Note :-

1. Tick Mark (\sqrt or x) which is applicable
2. Fill up all gapes in Block letters only
3. Attach certified Photo state copy of mark sheet

Self attested
Passport size
photo

Application form for Convocation 1. In Person_____ 2. In Absentia _____

1. Name : _____
(**IN BLOCK LETTER** as per Registration beginning with Surname)

2. Registration No. _____

3. College _____

4. Faculty _____

5. Name of Degree _____

6. Passing Year :

Month _____ Year : _____

(Last semester End
Exam. conducted in
case of U.G. Students)

Date : _____ Month _____ Year : _____

(Date of Hard Bound
thesis submitted in
case of P.G. Students)

7. O.G.P.A. _____/10.00

8. Class _____

9. Major Subject : (For P.G. Student) _____

10. Postal Address with Pin Code & Phone Number :

Postal PIN No. _____ Phone No. (M) _____

Convocation fees Rs. _____ paid in cash vide Receipt No. /

D.D. No. _____ Dt. _____

Place :

Date :

(Signature of Candidate)

For Official Use of College
Verified and found correct

Concerned Clerk

Principal

For Official Use Only of Registrar Office

Verified and found correct.

Sr. Clerk

Head Clerk

Office. Supdt.

Asstt. Registrar (Aca.)

FOR STUDENTS USE ONLY

General instructions for the students applying for their degrees at the ANNUAL CONVOCATION

1. A convocation for conferring degrees will be held at the University head quarter or at other convenient place which will be announced in leading newspapers.
2. Candidates entitled to degrees and desirous of receiving them either in person or in absentia on the above occasion are required to send their application along with the attested Xerox copy of last mark sheet in case of graduate degree and attested Xerox copy of notification in case of post-graduate degree and fees, so as to reach the Registrar, S.D.A.U., Sardarkrushinagar on or before_____. The form of application may be obtained free of charge from the principals of concerned colleges or from the office of the University Registrar.
3. The fee for admission to a degree in person is **Rs.500/-** and in absentia is **Rs.1000/-**. A candidate will be admitted to the degree in person or in absentia at his option.
4. Fees may be paid in cash in the Account's Office or at Colleges of this University between 11.00 a.m. to 2.00 p.m. on working days or remitted by crossed Indian Postal Order payable to the " **Sardarkrushinagar Dantiwada Agricultural University Fund A/C** " stating full particulars regarding (1) Name of Degree (2) Registration No. (3) Purpose of remittance. No complaint about loss of currency notes if enclosed with the application despite this instruction will be entertained.
5. Fees once paid cannot be refunded or held in reserve for future convocation.
6. Candidates who wish to receive their degree in person are requested to be present in the office of the Sardarkrushinagar Dantiwada Agricultural University head quarters or any other place on the day, time and place named in paragraph (1). They must be in the full academic costume and scarf prescribed for the degree to which they seek admission. The University will supply them academic costume and scarf on hire on payment of Rs.550/- as deposit plus the charge thereof as decided. Candidates who are not in their proper academic costume will not be permitted to receive their degree in person. The degree certificates will be distributed in the University Office at 11.00 a.m. Candidates must bring with them the receipt duly signed to be exchanged for the certificate. Under no circumstances will a duplicate receipt be issued to a candidate.
7. Candidates who intend to receive more than one degree at the same convocation should send a separate application for each degree.
8. Those who have obtained degree earlier need not apply.