

To be retained by students

SOLAPUR UNIVERSITY, SOLAPUR.

ANNUAL CONVOCATION FOR CONFERRING DEGREE & DIPLOMAS CERTIFICATES

General Instructions :

1. The applicant should write his / her Faculty name.
अर्जदाराने विभागाचे नाव लिहावे.
2. PRN : The applicant should write his/her PRN given to him/her on registration
पी. आर. एन. क्रमांक अर्जदाराने त्याला नोंदणीच्या वेळी देण्यात आलेला पी. आर. एन. क्रमांक येथे लिहावा.
3. Final Exam Seat No.: Enter the seat number of the final year examination.
अंतिम परीक्षा आसन क्रमांक : अंतिम परीक्षेत आसन क्रमांक लिहावा.
4. Applicant's Name.: Should be Written in capital letters, format should be as on Final Year marks sheet
Leave the blank box between names.
अर्जदाराचे नांव : अर्जदाराने आपले नांव ठळक कॅपिटल अक्षरात लिहावे व ते गुणतक्त्यावर असावे. अर्जदाराने स्वतःचे
आडनाव, स्वतःचे नाव, वडिलांचे / पतीचे नांव व्यवस्थित लिहावे.
5. The applicant should write their mother's first name only
अर्जदाराचे त्याच्या आईचे नांव लिहावे.
6. Sex : 1 Indicates Male (✓) 2. Indicates Female (✓)
१. पुरुष विद्यार्थ्यांने पुरुष २. स्त्री विद्यार्थ्यांनीने स्त्री चौकोनात लिहावा.
7. Address for correspondences : Candidates address of correspondence with proper pin code, contact no.
& E-mail address.
पत्रव्यवहाराचा पत्ता : अर्जदाराचे नाव व पत्ता पिन कोड सहित असावा, तसेच दूरध्वनी व ई-मेल अॅड्रेस लिहावा.
8. Applicant should write his / her name of Exam for which he/she apply for conferring degree / Diploma.
अर्जदाराने आपल्या परीक्षेचे नाव लिहावे.
9. Month & year of Passing : उत्तीर्ण झाल्याचे वर्ष व महिना
10. Class Obtained : Fill the class obtained in the examination
मिळवलेला वर्ग : या परीक्षेत मिळालेला वर्ग लिहावा.
11. Applicant Should Write his/her subject / subjects name
विद्यार्थ्याने आपल्या विषयाचे / विषयांचे नावे लिहावीत.
12. Applicant Should Write his/her Branch name
विद्यार्थ्याने आपल्या शाखेचे नाव लिहावीत.
13. Applicant Should Write his/her Convocation Fees Paid
विद्यार्थ्याने आपल्या दीक्षांत शुल्क नमूद करावे.

Year of Passing	In Person Rs.	In Absentia Rs.	Late Fee Rs.	Super Late Fee Rs.
1) Current Year	500/-	500/-	100/-	200/-

FACULTY - SOCIAL SCIENCE Ph.D., M.A., M.S.W. B.A., B.J.M.C., M. Phil. Dip. in Museology Dip. in Tourism.
FACULTY - COMMERCE Ph.D.M.Com., M.B.A., B.Com, B.C.A, B.B.A., M. Phil. P.G.D.C.A., D.B.M, M.C.A.
FACULTY - EDUCATION Ph.D., M.Ed., B.P.Ed., B.Ed., M.Phil. M.P.Ed.

FACULTY - ARTS & FINE ARTS Ph.D., M.A., B.A., M. Phil.
FACULTY SCIENCE Ph.D., M.Sc, B.Sc, M.C.A., B.S.C. (E.C.S), M. Phil.
FACULTY-LAW LL.,M.LL.B.
FACULTY OF ENGINEERING Ph.D., M.E., B.E., B.Pharm., M.C.A., B.Arch., M.Pharm.

The degree Certificate will be issued as per the name of the marksheet of the concerned candidate of this university.

1. Please fill the details very neatly in BLOCK LETTERS with dark BLUE PEN only wherever necessary.
कृपया सर्व माहिती अतिशय काळजीपूर्वक निळ्या गडद शाईने कॅपिटल अक्षरात लिहावी.
2. The annual Convocation for conferring Degrees /Diplomas will be held every year sometime in November /December of the year concerned in the University premises kegoan, Solapur-413255. The exact date and time of the Convocation will be notified later on.
3. Convocation programme will be sent to the candidate who take the degree in person.
4. Candidate should attach final year attested xerox copy of his /her Statement of Marks alongwith the application form.
अर्जासोबत शेवटच्या वर्षाची गुणपत्रकाची झेरॉक्स प्रत जोडावी.
5. After producing of fee receipts, Degree /Diploma certificate will be hand over to candidates receiving them in person in the University office, on the day and time which will be notified in due course of time. They must bring with them the receipt, duly signed to be exchanged for the certificates. In case such of the candidates, who fail to receive their Degree / Diploma / Certificates in persons their certificates will be sent to them of Postal Address by speed post.
6. If the Degree Certificate once sent is returned back to the University if undelivered the candidate will have to send required Speed Postal charges again.
7. Candidates who have applied for receiving their Degree / Diploma Certificates in person and that are to be included in the procession are requested to be in attendance at the place of procession at the notified time punctually on the Convocation Day. Along with the Degree Certificates and must appear in the Academic Costume.
8. Complaints regarding errors in CERTIFICATE should be made in writing within one month from the date of issue of Certificate. Complaints regarding non receipt of Degree / Diploma Certificate be made in writing within three months from the date of convocation. Complaints received after prescribed time will not be entertained in any case
9. Candidates applying for two or more Degrass, Diplomas, must Submit separate applications and pay separate fees for each Degree.
10. Candidates are requested to write their name accurately. The Degree Certificates will be issued as per name on the statements of marks of final year exam.
11. Write all particulars in Dark BLUE INK in Capital / block letters clearly and legibly. Do not scribble or overwrite.
12. Please fill in all details. Incomplete forms will not be accepted.
13. Do not use XEROX copy of this form. The form is also available at University website. <http://su.digitaluniversity.ac>. those students who download the form from website should include Rs. 10/- in convocation fees.
14. **Please Paste** a recent identity size photograph neatly. Do not Pin or Staple the Photograph.
15. **Signature of student is essential. Signature should not overwrite on photograph it should fit in the specified box.**

Solapur-413005.

By Order

Controller of Examinations