

*	<u>Important Instructions for the student:</u>		
a) Fees for Convocation as under:			
	Sr. No.	Particular	Fees
	1.	The students who have passed during the month March /April /May 2020 to March /April / May 2025	Rs. 600/-
	2.	The students who have passed during the month March/April/May 2005 to October / November / December 2019	Rs. 900/-
NOTE- Who have paid the degree certificate fees at the time of filling the final Semester Examination form of the final year. They are not required to apply online. All remaining Students are required to apply online.			
b) Payment Mode: - Online Payment			
*	<u>Before Online application for Convocation students should have the following:</u> Soft copy of latest Passport size photograph, pdf of all years Marksheet of the course, Provisional Certificate		
*	Before apply online for convocation please read all following instructions carefully		
1.	Degree/Diploma certificate will be sent to candidate on their postal address by post within 03 months after Convocation Ceremony		
2.	Candidates applying for two or more Degrees, Diplomas, must submit separate applications and pay separate fees for each application.		
3.	(For graduate degree students only) Those students who have not secured minimum grade 'C' in the subject Environmental Science & Democracy are not eligible to receive the Degree Certificate.		
4.	If the Degree Certificate once sent is returned back to the University if undelivered the candidate will have to send required postal charges again.		
5.	The fees paid once will not be refunded.		
6.	There is no provision for awarding degree certificate for re-degree. Students who have completed re-degree should not apply for a degree certificate.		
7.	The annual Convocation for conferring the Degrees/Diplomas will be held sometime in the month of September or later.		
8.	Complaints regarding errors in CERTIFICATE should be made in writing within one month from the date of issue of Degree Certificate.		
9.	Complaints regarding non receipt of Degree / Diploma Certificate be made in writing within six months from the date convocation. Complaints received after prescribed time will not be entertained in any case.		
10.	For more information email: su.sfc@studentscenter.in , Contact No. 9702301302		