



NAVSARI AGRICULTURAL UNIVERSITY

Navsari - 396 450, GUJARAT, INDIA

ANNUAL CONVOCATION FOR CONFERRING DEGREES

FACULTY: B.Sc. Agriculture / Horticulture & Forestry / Biotechnology/B. V. Sc & A.H. / M.Sc. (Agri.), (Horti.), (Forest) M.Sc., M.V.Sc / M.B.A. (ABM) / I.C.T. / Post-Graduate / G.A.U.(B.Sc./M.Sc.)*

To,
The Registrar,
Navsari Agricultural University,
Navsari.

Sir,

I request admission in Person / Absentia to the _____ Degree as my Bachelor / Master / Ph.D. Degree at the Convocation to be held in _____20

The details are furnished in prescribed form.

Yours faithfully,

Date : _____

(Signature) _____

Place : _____

Name: _____

* Strike not applicable.

To be filled in by the candidates		To be verified by the office
Full Name of the Student (In capital letters & as per mark-sheet)		
Sex		
Degree		
Month & year of Passing		
O.G.P.A.		
Class		
Seat No. / Notification No.	(Self attested Xerox copy should be attached)	
Registration No.		
Major Subject for P.G. Student		
Faculty	Agriculture / Horticulture & Forestry /B.V.Sc/ M.V.Sc/ M.B.A.(ABM)/ Post-Graduate*	
College where studied		
In Person or Absentia		
Fees paid Rs. _____ In Presentia / Absentia	Receipt No. _____, Dt. _____ D.D. No. _____, Dt. _____	
Postal Address for Sending the Degree Certificate	_____ _____ _____ Village _____ Taluka _____ District _____ State _____ Post _____ Pin. _____ Ph.No. (with STD Code) _____ Mob. _____ E.mail. _____	

Sr. Clerk

Head Clerk

Office Supdt.

Asstt. Reigstrar (Acad.)

REGISTRAR

(P.T.O.)

General instructions for the students for their degrees at the

ANNUAL CONVOCATION

1. Convocation for conferring degrees will be held at the University held quarter, or at other convenient place on the date and place which will be announced in leading newspapers.
2. Candidates entitled to degree 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 on or before **Dt.05-12-2018** The form of application may be obtained free from the Principals of concerned colleges or from the office of the University Registrar.
3. The fee for admission to a degree **in presentia is Rs. 500/- and in absentia is Rs. 1000/-** A candidates will be admitted to the degree in person or in absentia at his option.
4. Candidates, desiring to obtain their degree certificates by airmail in foreign countries should deposit airmail charges Rs. 200/- along with the convocation fees.
5. Candidates whose applications and fees are not received on or before **Dt.05-12-2018** will not be permitted to take their degree at the convocation otherwise permitted by the Registrar.
6. Fees may be paid in cash in the College between 11.00 a.m. to 3.00 p.m. on working days or remitted by crossed Indian Post Order or Demand Draft payable to the "**Account Officer(Cash), Navsari Agricultural University Fund Account**" starting full particulars regarding (1) Name of Degree, (2) Seat No. and (3) Purpose of remittance. No. complaint about loss of currency notes if enclosed with the application despite this instruction will be entertained.
7. Fees once paid cannot be refunded or held in reserve for future convocation.
8. Candidates intending to take degree in absentia are requested to write legibly in their applications their permanent residential addresses in full.
9. Candidates who wish to receive their degree in person are requested to be present in the office of the Navsari 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 scarf on payment of Rs. 100 /- as charged thereof. 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 10.00 a.m. **Candidate must bring with them the receipt duly signed to be exchanged for the certificates.** Under no circumstances will a duplicate be issued to a candidate.
10. Complaint regarding the non-receipt of fee receipts, degree certificate or errors in the certificates should be made within one month from the date of the convocation. Complaints made thereafter will in no case be attended to.
11. Candidates who intend to receive more than one degree at the same convocation should send a separate application for each degree.
12. The male candidates shall wear formal dress of white colour and the women candidates shall wear white sari and white blouse or white Kurta and Salwar with Scarf (Dupata). Scarf for the candidates will be supplied by the University on hire.
13. **Candidates who have applied for their degree in absentia and reside in University head quarters are requested to take delivery of their certificates from this office within 15 days after the convocation in exchange for the fee receipts.** The degree certificates of the candidates who have applied for their degree in absentia and who reside outside University head quarters will be sent to them by registered post within one month from the date of convocation at the address given by them in their application from for the admission to a degree

REGISTRAR

Navsari Agricultural University
Navsari