



## Office of the Controller of Examinations

### APPLICATION FORM FOR COLLECTION OF CERTIFICATES

(For students who could not attend the Convocation)

Application No.: \_\_\_\_\_

Date: \_\_\_\_\_

#### To be filled by the applicant

#### Student Details

Name of the Student: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Registration No.: \_\_\_\_\_

Programme Name: \_\_\_\_\_

Duration of Study: \_\_\_\_\_ Month & Year of Passing: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email ID: \_\_\_\_\_

Convocation Date: \_\_\_\_\_

#### Reason for Not Attending Convocation (Please tick ✓)

- Medical / Family Emergency  
 Employment / Job  
 Higher Studies  
 Out of Station / Abroad  
 Other (specify): \_\_\_\_\_

#### Fee Payment Details

- Fee Amount: ₹ \_\_\_\_\_ (In words: Rupees \_\_\_\_\_) –  
Non-refundable

Fee Reference	1 <sup>st</sup> & 2nd Convocation	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Convocation	6 <sup>th</sup> Convocation
Held on	25.03.2021, 30.04.2022	28.07.2023, 29.06.2024, 01.03.2025	21.02.2026
Amount	Rs. 500/-	Rs. 1000/-	Rs. 1500/-

- Mode of Payment:  Online / UPI / NEFT  Cash  Demand Draft  
• Transaction ID / Receipt No. / DD No.: \_\_\_\_\_  
• Date of Payment: \_\_\_\_\_

**(Mandatorily Attach payment receipt / screenshot)**

**Mode of Collection**  Collecting in Person  By Post  Through Authorized Representative



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### Declaration

I declare that the above information is true and correct. The University shall not be held responsible for any discrepancy arising due to incorrect information provided by me.

Signature of Student \_\_\_\_\_

Date: \_\_\_\_\_

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### Instructions

- Attach photocopy of ID card, and payment proof.
  - Attach **Authorization Letter** if any authorized representative is collecting on behalf of the student
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### For Office Use Only

Received on: \_\_\_\_\_

Payment Verified: Yes/No

Verified by: \_\_\_\_\_

Approved / Not Approved

Signature of DCoE/CoE: \_\_\_\_\_

Date: \_\_\_\_\_

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