



SUMANDEEP VIDYAPEETH

Declared as An Institution Deemed to be University U/S 3 of UG Act 1956 Accredited - NAAC 'A' Grade
AT & POST: PIPARIA, TA. WAGHODIA, DIST. VADODARA-391 760, GUJARAT, INDIA

Controller of
Examinations

Website : www.sumandeepvidyapeethdu.edu.in
E-mail : coe@sumandeepvidyapeethdu.edu.in

Date: 3rd May, 2018

No. SV/E/CON/5484/05/2018

To

All the students who are due for receiving their degree/diploma at next convocation/graduation ceremony.

Dear student,

I Congratulate you on having passed qualifying examination in your stream to receive convocation/Graduation.

Please find attached the application form to be filled in by you to be included in the next convocation/graduation ceremony. It will be appreciated if you remain present and accept the degree/diploma personally. By attending the convocation/graduation ceremony you will be able to meet all your friends, colleagues and faculty. Those students who remain present personally will be considered as Presentia and will be paying Rs. 2,100/-. Those students who could not remain present personally will be considered as absentia and they have to pay Rs.2400/- if he/she resides within India. Those students who reside abroad and cannot come personally to collect their degree/ diploma, such students can apply to receive the degree in Absentia by paying Rs. 2,700/-.

The prescribed fee is as under:

In Presentia			In Absentia		
(a)	Form fee	Rs. 200/-	(a)	Form fee	Rs. 200/-
(b)	Stole/scarf charges	Rs. 400/-	(b)	Convocation fee	Rs. 2,000/-
(c)	Convocation fee	Rs. 1,500/-	(c)	Postage within country	Rs. 200/-
(d)	Late fee charges	Rs. 500/-	(d)	Postage outside country	Rs. 500/-
			(e)	Late fee charges	Rs. 500/-

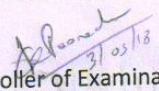
The fees should be deposited either by cash or through Demand draft or cheque of the Bank which have facility of payable at par in favour of "Sumandeep Vidyapeeth" on any Bank payable at Vadodara. The Convocation fees can also be paid online (Please visit www.sumandeepvidyapeethdu.edu.in). The university will not be responsible for the loss of cash enclosed along with the application form. Payment through money order will not be accepted.

The late fee will be applicable to those who will fill the form after announcement of last date for submission of the forms once the date of convocation/graduation ceremony is finalized.

The dress code for the students who attend the convocation is formal dress.

In case if you need more information you may feel free to contact Mr. Arup Sinha, Assistant Registrar (Exam) on 02668-245262 ext 442.

Yours Sincerely


Controller of Examinations
Sumandeep Vidyapeeth



Encl: Application form

Copy to:

- The Vice-Chancellor, Sumandeep Vidyapeeth
- The Registrar, Sumandeep Vidyapeeth
- The CFO, Sumandeep Vidyapeeth



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APPLICATION FORM FOR CONFERRING DEGREES AT THE CONVOCATION/GRADUATION

Notes:

- 1) Final Date will be intimated to the Candidate once finalized
- 2) All the entries must be filled correctly. Applications with incorrect and incomplete entries will be rejected and no complaint in respect of the same will be entertained.
- 3) Attach the legible XEROX Copy of the mark sheet of final year examination passed for verification as well as internship / Course completion/Residency certificate (if applicable).
- 4) Application form can be downloaded the this University Website: www.sumandeepvidyapeethdu.edu.in
- 5) Put "✓" in box provided whichever is applicable and 'x' whichever is not applicable.

Use Gum only to affix your recent Passport Size Photo

To,
The Controller of Examinations,
Sumandeep Vidyapeeth, Piparia.

Dear Sir,

- I confirm to remain present in the convocation/graduation programme of Sumandeep Vidyapeeth.
- I request to consider me to receive the degree/diploma of Sumandeep Vidyapeeth in absentia.

	To be filled in by the candidate	To be filled in by the office
1. Examination / Course		
2. Final Year Exam Seat No.		
3. Month & Year of passing final year examination		
4. Date of internship completion/ course completion		
5. Class /Grade obtained		
6. Write full name of the College from where you have passed your Degree /Diploma		
7. Specialization, if any		
8. Admission to Convocation	<input type="checkbox"/> IN PRESENTIA	<input type="checkbox"/> IN ABSENTIA

The prescribed fee of Rs _____ is paid in cash / remitted by Crossed Demand Draft/Cheque _____ dated _____ drawn on _____ Bank Payable at Vadodara in favour of the "Sumandeep Vidyapeeth" is enclosed herein.

The Convocation fee can also be paid online. (Please visit www.sumandeepvidyapeethdu.edu.in for details).

TO BE FILLED IN BY THE CANDIDATE

Full Name in capitals _____

Residential Address _____

Pin code No. _____ Phone (R) STD Code _____ No. _____

Mob. No. _____ E-mail _____

Date: - - 20__

Signature of the Candidate _____

:2:

Please Note :

1. Candidates are required to write their name accurately since the degree certificate will be issued in the name written in their application form.
2. The fee for admission in presence is Rs. 2100/- while for in absentia the fees would be Rs. 2400/- if he/she resides in India and Rs. 2700/- if he/she resides outside the country.
3. Fees and other charges once paid shall not be refunded.
4. The fee should be sent either by cash or by the Crossed Demand Draft/Cheque drawn on any scheduled Bank payable at Vadodara (Gujarat) drawn in favour of the "Sumandeeep Vidyapeeth", Piparia.
5. **In no case fees shall be accepted by money order (enclosed with application form).**
6. No complaint, about the loss of currency notes enclosed along with the application, shall be entertained.