



Kamdhenu University

Our Motto: Welfare of all living beings
(Established by Government of Gujarat vide Gujarat Act No.9 of 2009)

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Application for Convocation

Student's Registration No.

Diploma Under Graduate Post Graduate

Personal Details:

1.	Full Name as per last Mark sheet/ Transcript																			
2.	Father's / Husband's Name																			

Permanent Address										Postal Address									
Pin code										Pin code									

Educational Details:

Faculty PG Institute/ College/ Polytechnic

Degree/Diploma Passed Year of Passing

OGPA Class

Degree/Diploma to be obtained : Presentia (In Person) Absentia :

Internship Certificate :

Fees Details:

Demand Draft No	Name of the Bank	DD Issue Date

I have read carefully the General instructions for students applying for obtaining degree/diploma and I agree to all the conditions. I know that any information or statement made above if found to be false or incorrect or if I am found ineligible for issue of degree/diploma certificate my degree/diploma will be withdrawn and my name will be deleted from Graduate Register and I will be liable to legal action by the University.

Signature of Student

Date :

Place:

Seal and Signature of Principal

**General instruction for the student applying for obtaining degree/diploma at the
ANNUAL CONVOCATION**

1. The Venue of the convocation will be GMERS Auditorium, GMERS Medical Collegem Civil Hospital Campus, Near Pathikashram, Sector-12, Gandhinagar-382012.
2. Candidates seeking a Degree/Diploma certificate must apply in prescribed form and shall pay prescribed fees.
3. Those candidates who have passed their Degree/Diploma examinations conducted by Kamdhenu University shall apply in prescribed form available on the Kamdhenu University Website: www.ku-guj.org from December 21, 2017 onwards.
4. Demand Draft of Rs. 500/- (Rupees five hundred only) of Nationalised bank for obtaining degree/diploma in *presentia* (in person) or Rs.1000/- (Rupees one thousand only) for obtaining degree/diploma in *absentia* issued in favour of "**Kamdhenu University Fund Account**" payable at Gandhinagar should be accompanied along with the application form. Fees can also be paid in cash at respective PG Institute/College/Polytechnic.
5. Fee once paid is non refundable.
6. Fee submitted through any other mode like Money Order, Pay Order, Cheque, IPO etc. will not be accepted.
7. Please fill correct information carefully in the form. Please check and recheck your Name, Subject, Registration Number, Faculty, Passing Year, OGPA, Class, Degree/Diploma and see that all details are filled up correctly. This will be reflected in your Degree/Diploma certificate.
8. Please download the application form from website www.ku-guj.org and the application form duly filled in along with the photocopy of mark sheet / Transcript and recent passport size photograph must accompany a Demand Draft be sent to the principal of respective PG Institute/College/Polytechnic by December 31, 2017.
9. Candidates intending to receive degree/diploma in *absentia* should give their permanent residential address with pin-code so that the Certificate is delivered correctly.
10. Candidates receiving their degree/diploma in person (*presentia*) are requested to be present on the day and time at the place fixed for convocation. They must be in the full academic costume: Male candidates shall wear white dress of the Chorni/Trousers and Zabhas/Kaphani/Shirt. Female Candidates shall wear white Sari and white blouse/Salwar kurta. Candidates who are not in their proper academic costume will not be permitted to receive their Degree/Diploma in person. *Aangvastram* will be provided by the University.
11. The last date of filling up the Application form is December 31, 2017. The hardcopy should reach to the Principal of respective PG Institute/college/polytechnic by December 31, 2017. The principal of respective PG Institute/college/polytechnic should send all applications to the office of the Registrar before January 04, 2018.
12. The degree/diploma certificate will be distributed separately at the venue of the Convocation. Candidates shall have to produce original receipt/Valid I-Card duly signed by them for obtaining the certificate.
13. Complaints regarding fee receipt and /or degree/diploma certificates if not received or received with errors should be made within one month from the date of the Convocation.
14. Candidates who have applied for their degree/diploma in *absentia* will be sent their Degree/diploma certificate at the address given in their convocation application form.
15. Candidates applying for the degree shall submit their certificate of satisfactory completion of internship/In-plant training (EL) mentioning number and date of such certificates as the case may be through the Principal of the college, failing which they will not be admitted to the degree at the Convocation.
16. In case candidate gives wrong / Incorrect or false statements with regards to Degree/Diploma, Faculty, Marks/OGPA, Class or any other information sought in the application form, he/she will be liable to legal action and his/her degree/diploma will be cancelled.