

NOTIFICATION

It is hereby notified for the information of all concerned that the **Twenty Third Annual Convocation** of the Goa University will be held in the month of Oct / Nov, 2010. Candidates who have qualified for conferment of Degrees/ award of Diplomas, may submit their applications with the prescribed fee for admission to the convocation. The detailed instructions to the candidates are as given below:

1. Candidates seeking admission to more than one Degree / Diploma must make a separate application for each Degree / Diploma and pay a separate fee in respect of each application.

2. Application forms can be obtained from the **State Bank of India University Branch** or can be downloaded from the Goa University website: **unigoa.ac.in**

3. After obtaining the Convocation Form, the Candidate may make cash payment of prescribed fees through bank challan at **University Branch of the State Bank of India**. In case of payment made by Indian Postal Order/Bank Demand Draft, the same should be drawn in favour of **The Registrar, Goa University**, payable at Panaji.

4. The fees charged for various Degrees/Diplomas at the Convocation are as follows.

Non Professional Degrees	B.A., B.Com., B.Sc., M.Com., M.Com.(DEM) M.Com.(DE), M.A., M.Sc. M.Phil. and Ph.D.	Rs.500/-
Professional Degrees	All other Degrees/Diplomas	Rs.750/-
Postal Charges in respect of applicant staying Outside the Country and desirous of obtaining the Degree by Post.		Rs.300/-

5. The Degree/Diploma Certificate will be issued as per the name indicated in the marksheet of the Examination passed by the Candidate. Therefore, the candidate is advised to enter his/her name as stated in his/her marksheet.

6. In respect of **M.B.B.S., B.D.S., B.A.M.S., & B.H.M.S.**, Degrees only those candidates who have completed their **Internship Training** are eligible to apply for the Convocation Degree. Such students should furnish the proof of completion of their respective **Internship Training**.

7. Candidate whose result is awaited consequent to their applying for revaluation is advised not to apply for the Convocation as the Degree will be awarded based on the earlier result.

8. After making the payment of fees the candidates are required to visit the University alongwith the filled in form. The duly filled in application form should be submitted to the University Examination Section alongwith the enclosures as indicated at a Sr. No. 9 before the last day notified for the receipt of the application form. **The candidate should make sure to collect the acknowledgement slip in return.**

9. The following documents should be enclosed along with the Convocation form.

- Copy of Marksheet of the qualifying examination.
- 2 Passport size photographs (**3.5cms x 3.5 cms**) only to be enclosed (one photo to be pasted on the form and other photo to be enclosed in an envelope and attached to the form). **No Poloroid Photograph will be Accepted.**
- Bank Challan copy/Demand Draft/Indian postal Order.
- Incase of Ph.D. & M.Phil. candidates, a copy of their declaration of result should be attached.

10. Applications with incorrect or incomplete entries are liable to be rejected.

11. The last date for receipt of the application form is 31/08/2010.

12. No Degrees will be distributed at the Convocation venue on the day of the Convocation.

13. Candidate desirous of collecting his/her Degree/Diploma Certificate should collect the same from the University Examination Section within 10 days from the date of Convocation by producing the acknowledgement slip, failing which, the same will be sent by Registered A/D. The University accepts no **responsibility for any loss/non-delivery of the Certificate.**

Preparation of the Degrees will be carried out only after ascertaining the candidates eligibility for the award of the same. Mere acceptance of the Convocation application form does not confer any right to the applicant's eligibility for award of the Degree/Diploma for which the application is submitted.



GOA UNIVERSITY

INSTRUCTIONS TO THE CANDIDATE FOR FILLING UP OF THE CONVOCATION FORM

- Candidate seeking admission to more than one Degree / Diploma **must make a separate application** for each Degree / Diploma & **pay a separate fee** in respect of each application as indicated below:

Non Professional Degrees	B.A., B.Com., B.Sc., M.Com/M.Com(DEM), M.A., M.Phil, M.Sc., and Ph.D.	Rs.500/-
Professional degrees	All other Degrees/Diplomas	Rs.750/-
Postal Charges in respect of Candidate staying outside the country and desirous of obtaining the Degree by Post		Rs.300/-
- The Candidate may make cash payment of prescribed fees through bank challan at any branch of the State Bank of India or Corporation Bank in the State of Goa. They may also make payment through bank challan at State Bank of India, Goa University Branch.

Incase of payment made by Indian Postal Order / Bank Demand Draft , the same should be drawn in favour of **The Registrar, Goa University**. The Bank Demand Draft should be payable at State Bank of India, Goa University Branch, Taleigao Plateau, Goa 403 206.
- The Degree / Diploma Certificate will be issued as per the name indicated in the marksheet of the qualifying examination passed by the Candidate. Therefore the candidate is advised to enter his/her name as stated in his/her marksheet. (*Item No. 2 on the Convocation form*)
- In respect of MBBS, BDS, BAMS and BHMS degrees, the candidate who has completed his/her internship training is eligible to apply for the Convocation Degree. The candidate should furnish the proof of completion of his/her respective internship training.
- Candidate whose result is awaited consequent of the revaluation result should apply only after the declaration of the revaluation result.
- After making the payment of fees, the candidate is required to fill in the form in all respect and then visit the University along with the filled in form and the required enclosures (as indicated at Sr. No. 7 below) to submit it to the Examination Section before the last day notified for the receipt of the same. **The Candidate should make sure to collect the acknowledgement slip in return.**
- The following documents should be enclosed along with the Convocation form.
 - Copy of Marksheet of the qualifying examination.
 - 2 Passport size photographs (**3.5 cms. x 3.5 cms.**) only to be enclosed (One Photo to be pasted on the form and other Photo to be enclosed in an envelope and attached to the form). **No Polaroid photograph will be accepted.**
 - Bank Challan copy / Demand Draft / Indian Postal Order.
 - Incase of Ph.D. & M.Phil. Candidate, a copy of their declaration of result should be attached.
- Applications with incorrect or incomplete entries are liable to be rejected.
- The last date for receipt of the form without late fee is 31st August 2010.**
- No Degrees will be distributed at the Convocation venue on the day of the Convocation.**
- The candidate desirous to collect his/her Degree/Diploma Certificate should collect the same from the University Examination Section within 10 days from the date of Convocation by producing the acknowledgement slip. Failing which, the same will be sent by Registered A/D. The University accepts no responsibility for any loss / non-delivery of the Certificate sent by post.
- Any mistake noticed in the Degree Certificate should be brought to the notice of the Controller of Examination, Goa University within 90 days from the date of the Convocation. If the correction is due to wrong entry by the Candidate in the Convocation form, prescribed Convocation fee will be charged separately for the fresh certificate. So also, for any correction brought to the notice of the Controller of Examination, after 90 days, the Candidate will be required to make additional payment of the prescribed fees for the fresh Certificate.**





GOA UNIVERSITY

For Office use only

Faculty Code

Application No.

CONVOCAATION FEES (In Rs.)

a. Professional Degree/Diploma	750.00
b. Non-Professional Degree	500.00
c. Postal Charges Outside the Country	300.00

APPLICATION FOR CONVOCAATION FOR CONFERRING DEGREES & AWARING DIPLOMAS

(Candidate is requested to read the enclosed instructions carefully before filling up the Form)

To **(To be filled in Block Letters only)**

The Registrar
P.O. Goa University,
Taleigao Plateau, Goa - 403 206 (INDIA).

Photograph

Size:3.5 cms x 3.5 cms.

N.B.
 1. Please do not use Polaroid photos.
 2. Avoid using white, light and fancy background.
 3. 2nd Photo to be attached to form in an envelope

Sir, *(Please strike off whichever is not applicable. See overleaf to know the Professional/Non-Professional courses)*

I request admission to the at the ensuing

Convocation of the University. My particulars are as follows:

1. Enrolment No.: **(Only students having the Enrolment Card should enter this field)**

2. Candidate Name:
(As per marks card)

3. Father's Name:

4. Mother's Name:

5. Residential Address:

6. Pin / Zip Code:

7. Telephone No. with Area Code

Please enter appropriate codes in the boxes as mentioned overleaf

8. Sex (M / F):

12. Special Subject Code **A**

14. Seat No.:

9. Degree / Diploma Code:

B

10. Class / Grade Code

13. Vocational Subject Code **(Only those students who have opted for Vocational Degree may enter Vocational Subject Code)**

15. College Code:

11. Month & Year of Exam:
(MMYYYY)

Paid Rs.

vide

a. Bank Challan No. _____

b. Indian Postal Order No. _____

Date: _____

c. Bank D.D. No. & Name _____

UNDERTAKING

The instructions enclosed with the form are read by me. I hereby undertake to abide by the same.

Yours faithfully,

Receiver's Signature

Date:

Name and Candidate's Signature

P.T.O.....

GOA UNIVERSITY Taleigao Plateau, Goa.

ACKNOWLEDGEMENT

Received the Convocation Application Form submitted by _____

Date:

Receiver's Signature

