

**INSTRUCTIONS**

**Issue of degree in Person /in Absentia during 38<sup>th</sup> annual convocation of the university.**

**Please read the following instructions scrupulously before applying online application for obtaining degree.**

1. Students who have passed during 1<sup>st</sup> January, 2023 to 31<sup>st</sup> December, 2023 are eligible for this 38<sup>th</sup> convocation.
2. It is mandatory to all students to apply online using IUMS through there personal login ID and make the entries correctly.
3. If any student forget there Login ID then contact to there respective college.
4. Fees for obtaining degree –
  - i) **In-Person at Convocaton - Rs. 1000/- (Rs. One thousand only)**
  - ii) **In-Absentia - Rs. 1500/- (Rs. One thousand five hundred only)**
5. Last date for applying In-Person is 10<sup>th</sup> January, 2024.
6. If any student **failed to collect the degree at Convocation**, in that case he/she will have to apply online using IUMS through there personal login ID and **pay additional Rs. 500/-**.
7. The applicant must give correct address for correspondence on which **degree certificate in absentia** will be sent by Registered post.
8. **Incomplete application** or **application received after the due date** for degree in person shall not be considered and no correspondence there on shall be entertained.

**IMPORTANT INSTRUCTIONS (For In person Students)**

9. The candidates who have applied to receive degree in person will have to report at university head quarter one day earlier of the convocation day for receiving the Gown and Hood as well as for attending rehearsal at 10.00 A.M., which is compulsory.
10. Candidate not reporting one day in advance for collecting Gown and Hood, will not be considered for conferring the degree in convocation.
11. The candidate will have to enter the convocation pendal half an hour before starting of academic procession.
12. Late comer will have to obtain the degree in absentia.
13. The Certificate of Degree conferred in this convocation will be delivered in person during Convocation.
14. The Certificate of Degree conferred in the convocation shall also be delivered in person to the candidate (but not to his messenger) in the office of Deputy Registrar (Acad.), Dr.P.D.K.V., Akola within a month after convocation is over or will be sent by registered post on the address of the candidate given in the application form, only after the payment of difference of Rs.500/- essential for absentia.
15. There will be no emergency booth to issue Gown & Hood on the day of Convocation. The rehearsal is compulsory.
16. **The 38<sup>th</sup> Convocation is to be held on 14<sup>th</sup> February, 2024.**
17. Date & time of Convocation will be informed in University website & published in the News Papers accordingly.



(S.K.Thakare)

Deputy Registrar (Acad.)

Dr.Panjabrao Deshmukh Krishi Vidyapeeth, Akola