

Prescribed Date : 1st June to 31st July
After Prescribed Date with Late Fee : upto 31st August

Bach No.

Serial No.

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UNIVERSITY OF PUNE

Application For Degree Certificate

(PLEASE READ IMPORTANT INSTRUCTIONS GIVEN OVERLEAF BEFORE FILLING THIS FORM)

(PLEASE FILL IN THE BLOCK WITH LETTERS, FIGURES, CODE NOS. ETC. AS THE CASE MAY BE)

To,
The Registrar,
University of Pune, Pune – 411007.

Sir,
I hereby apply for a degree of the University at the ensuing convocation to be held in Nov./Dec. 200 .

A] PERSONAL DETAILS

1. Applicant's Full Name in English (as it appeared in the result sheet)

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2 Mothers Name :

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3 Name in Devnagri Script (Marathi) _____

4 Sex : 0 = Male
1 = Female

5 Address for Correspondence (In CAPITAL letters) : _____

Phone No. _____

Email address _____

Pin.

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B] ACADEMIC AND OTHER DETAILS

6. Name of College/Institute :

7. College Code :

8. Examination :

BA-001, MA- 011, B.Sc.- 003, B.Sc.- (Comp. Sci.)- 004, B.Sc. (Voc.)- 010, BCJ- 007, B.Lib.- 005, M.Lib.-047 P.G.D.F.T.- 117, P.G.D.S.P.- 118, MSW- 035, M.Sc.-013,B.C.S.- 117, B.Sc. (Rest)- 114, M.Sc. (Comp. Sci.)- 050, M.Sc. Tech. (Weapon System)- 015, LL.B (Old)- 006, LL.M.-015, LL.B. (Gen.)- 100, BSL-106, DTL-061, LL.B. (5 Year)- 107, DLL & LW- 060, MLL & LW- 108, MBBS- 030, MD-017, MS-18, M.Phy. the BDS- 026, MDS-027, BE- 029, ME- 019, B.Arch.- 102, B.A.M.S.- 020, M.D. (Ayurved)- 111, M.S. (Ayurved) - 112 B.Com.- 004, M.Com.- 012 PGDIB- 094, B.Ed.- 028, M.Ed.-043, M.P.M.- 044, M.M.S.- 04 5, M.B.A.- 046 M.C.M.- 116, M.M.M.- 047, M.C.A.- 048, B.H.M.C.T.- 050 .PG.D.B.M .083, P.G.D.H.M.-096, P.G.D.C.M.- 109,P.G.D.M.L.M.- 120, B.Pharm.- 008, M.Pharm.- 009, B.H.M.S.- 118, B.H.M.S. (Graded)- 119, B.P.Ed.- 101, MD (Hom.)- 120, M.P.Ed.- 110, M.Phil.- 014, Ph.D.- 031, PG B.S.C. (App) in GIS Remote- 0133, B.B.A- 096, B.C.A.- 797, B.F.T.- 098, PG D.L.B. & Finance- 095.

Write the name of the Examination passed which is not listed above

9. Faculty :

01 = Arts & Fine Arts , 02 = Mental, Moral & Social Sciences , 03 = Science
 04 = Law, 05 = Medicine , 06 = Engineering , 07 = Ayurvedic Medicine ,
 08 = Commerce , 09 = Education 10 = Management
 11 = Pharmaceutical Sciences 12 = Homoeopathy 13 = Phy. Edn.

10 . Month & Year of Examination

04 = April 05 = May
 10 = Oct 11 = Nov

11. Seat Number

12. Permanent Reg. No. (if any)

13. Subjects : 1.

- Special/ Principal/Branch/Method _____
 2. Optional or Subsidiary (a) _____ (b) _____
 3. Subject for Restructured/Vocational _____

14. Class or Grade Obtained

Class Obtained : 01 = First Class with Distinction, 02 = First Class, 15=Higher Second Class 03= Second Class,
 04 = Pass Class
 Grade Obtained : 05 = O 06 = A+ 07 = A 08 = B+ 09 = B 14 = C+ 10 = C 11 = D
 Honour : 13 = First Class 12 = Second Class

15. Conv. Status

0 = In Absentia
 1 = In Person

16. Stud. Status

0 = Regular
 1 = External

17. Course

0 = General
 1 = Special

18. Whether passed

Partly by papers & Partly by research 0 = Yes
 1 = No

19. Whether re-appeared & passed under provisions of 0.168 (under CIS after 16.2.1993)

0 = Yes
 1 = No

C] DECLARATION BY CANDIDATE

I have carefully read and noted the Instruction to the candidates before filling in this form. I declare that the information given above is true and correct to the best of my knowledge and belief. I undertake that I shall be responsible for any omission/errors and wrong/ incomplete entries made by me in this form.

Place: _____ Date: _____ Signature of Candidate _____

D] FEE DETAILS

Amount of fees remitted Rs. _____ Challan No. _____ Dated _____
of the Bank of Maharashtra, University Extension counter, Pune _
411007 OR Demand Draff of Rs. _____ No. _____ Dated _____
of _____ Bank.

EJ INSTRUCTIONS TO THE CANDIDATES

1. CONVOCATION FEES :

Sr. No.	Description	Charges	
		Non Professional Courses	Professional Courses
1.	Price of Application Form (Excluding Postal Charges)	Rs. 20/-	Rs. 30/-
2.	Degree and Post Graduate Degree Certificates (Within 5 Years)	Rs. 185/-	Rs. 245/-
3.	Degree and Diploma Certificate (After 5 Years)	Rs. 365/-	Rs. 485/-
4.	Late Fee (After Prescribed Date)	Rs. 150/-	Rs. 200/-
5.	Special Fee after Convocation in addition to regular charges	Rs. 365/-	Rs. 485/-
6.	Air Mail Postage for ABROAD Addressee	Rs. 150/-	Rs. 150/-

The prescribed convocation fee should be paid by challan through Bank of Maharashtra Extension Counter at the University of Pune OR by Demand Draft in favour of “Registrar, University of Pune,” payable at Pune.
(Convocation fee sent by Cheque /M.O. will not be accepted)

2.(a) **Incomplete forms or those received after the closing date, or those without accompanying Xerox copy of Statement of Marks, bank challan or details of fees paid not given will be rejected and no correspondence in this behalf will be made.**

(b) The challan of Bank of Maharashtra itself is a receipt of fee. It should be preserved carefully till the receipt of Degree Certificate by the Candidate.

3. **Convocation Date** : The exact date and time of the convocation will be declared in local newspapers **Fee Receipt is to be preserved and surrendered at the time of collection of the degree on the day of the convocation or for any enquiry regarding receipt of the degree.**

4. Candidates for **M.B.B.S, B.H.M.S., B.A.M.S., B.D.S. and B.H.M.S.(Graded)**etc.Should submit alongwith their application forms for degree, a certificate from the University Office to the effect that they have satisfactorily completed the **Internship Training/Housemanship** as required by the Rules

5. Candidates Passing under **Improvement of Class Scheme** are not eligible for the degree under the old rules. However, those who have re-appeared and passed under provisions of 0.168 (under CIS after 16-2-93) are eligible for degree, provided they surrender their original degree certificate.

6. Candidate should attach Xerox copy of **statement of marks** of his/her final examination.

7. **Ph.D. and M.Phil.** candidates should attach a copy of the notification of their **declaration of result.**

8. The date for receipt of the application forms is notified in the news papers. **Complaint regarding non-receipt of degree/issue or receipt of wrong degree (viz. name, college, class, subject, year of passing etc.) will be entertained only within a period of six months from the date of concerned convocation. No complaint will be entertained after the specified period.**

9. Candidate can submit Convocation Form even after convocation, under Ordinance 104-A, if the result of concerned degree examination is declared before the date of previous convocation Candidate can apply for Degree Certificate even after the Convocation through out the year except the period of 30 days before the Convocation every year with late fee (after prescribed date) and Special fee after Convocation in addition to regular charges. The Degree Certificate will be issued after one month from the submission of application form for Degree Certificate.

10. Please pay cost of application in addition to prescribed fees.

CERTIFICATE SECTION

Head of the Certificate Section : Deputy Registrar

Contact Persons :

1. **Deputy Registrar**
2. **Assistant Registrar**
3. **Section Officer**

Phone :

Deputy Registrar : **0091 - 020 - 25601204**
Assistant_Registrar : **0091 - 020 - 25601207**
Section_Officer : **0091- 020 - 25601217**
Assistant Section Officer: **0091-020-25601221**

Fax : 0091 - 020 - 25601206
