



:: Last date for submission: 20/01/2018 ::

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
66th ANNUAL CONVOCATION – JANUARY-2018
FOR CONFERRING DEGREES/POST-GRADUATE DIPLOMAS

:: [To be preserved by the Applicant Candidate.] ::

IMPORTANT INSTRUCTIONS FOR THE RECIPIENT OF DEGREE / POST-GRADUATE DIPLOMA CERTIFICATE

The convocation application process is different for **DU (Students with PRN)** and **Non-DU (Students without PRN)** system.
Read the following instructions carefully before applying:

For DU Students (Students with PRN)	For Non-DU Students (Students without PRN)
<p>IN PRESENTIA</p> <ol style="list-style-type: none">*It is mandatory for the students with PRN to apply online for obtaining the Degree/Post-graduate Diploma "In Person". Candidate desirous to apply shall have to visit MSU Website http://msub.digitaluniversity.ac and to fill up form 'Online' between 05/01/2018 and 20/01/2018.For online application candidate will need browse the above mentioned website and log on to his/her e-Suvidha account with user ID and Password, and provide the necessary details.All fields of the Online Application form are mandatory. The applicant must ensure the completion of the application form in all respect, including contact details.While filling up the form, the candidate shall have to make the payment of fees of ₹410/- online, either through NET Banking OR Debit-card/Credit-card. After completion of the online application, submit the system generated print-out of the application form at the University Office.Print-out of the Application form, along with the selected documents as a proof for candidature must be submitted at the Students' Facilitation Centre, University Head Office, from 06/01/2018 to 20/01/2018 between 11:00 A.M. & 4:00 P.M. (Recess: 2:00 P.M. to 2:30 P.M.).A candidate whose application and/or prescribed fee is not received on or before Saturday, the 20th day of January, 2018 shall not be permitted to take his/her Degree/Post-graduate Diploma "In person", at the 66th Convocation.Fees, once paid, cannot be refunded or held in reserve for a future Convocation.Those who are not entitled to receive his/her Degree/Post-graduate Diploma at the 66th Convocation shall not apply online, If done so, their	<p>IN PRESENTIA</p> <ol style="list-style-type: none">A candidate WITHOUT PRN desirous to apply for obtaining the Degree/Post-graduate Diploma "In Person" must download the application form from the University Website www.msubaroda.ac.in or http://msub.digitaluniversity.ac between 05/01/2018 and 20/01/2018. No separate application form is to be purchased from the University Office.*A candidate without PRN entitled to receive a Degree or a Post-graduate Diploma "In Person" MUST submit the duly filled in Application form at the Students' Facilitation Centre, University Head Office, from 06/01/2018 to 20/01/2018 between 11:00 A.M. & 4:00 P.M. (Recess: 2:00 P.M. to 2:30 P.M.).The application forms must be submitted with the prescribed fees for the category "In Person" ₹410/-.The payment of necessary fees shall be made by Cash or by Demand Draft.The Demand Draft is to be drawn in favour of "Registrar, The Maharaja Sayajirao University of Baroda", payable at Vadodara. The University shall not be liable for the loss of money paid/sent otherwise, through any other mode of payment. A candidate whose application and/or prescribed fee is not received on or before Saturday, the 20th day of January, 2018 shall not be permitted to take his/her Degree/Post-graduate Diploma "In person", at the 66th Convocation.Fees, once paid, cannot be refunded or held in reserve for a future Convocation.All fields of the application form are mandatory fields must be filled in with legible handwriting. The applicant must ensure the completion of the application form in all respect, including contact details. Partially filled application forms shall summarily be rejected, without assigning any

application will be rejected without assigning any reason(s) thereof whatsoever, and no separate communication by the university to the applicant shall be made thereof.

9. In any case, if student cancels his/her application before processing of the same by the University, he/she will need to re-apply if desire to receive degree 'In Person' at the 66th Convocation and the fees paid earlier will not be refunded.

10. Following documents are required to be attached with the Generated Receipt:

- a. Self-attested copy of the Mark-sheet/Grade-sheet of the last semester/year.
- b. Self-attested copy of the photo identity card.
- c. Self-attested copy of the photo identity card of a person applying on behalf of the actual applicant, with proper authority letter from the actual student.

reason(s) thereof whatsoever, and no separate communication by the university to the applicant shall be made thereof.

8. Following documents are required to be attached with the application form:

- a. Self-attested copy of the Mark-sheet/Grade-sheet of the last semester/year.
- b. Self-attested copy of the photo identity card.
- c. Self-attested copy of the photo identity card of a person applying on behalf of the actual applicant, with proper authority letter from the actual student.
- d. Necessary fees in cash OR Demand draft (**On back-side of the draft applicant must write their name, Seat number, Name of the last examination passed and Contact number.**)

