



Diamond Harbour Women's University

Sarisha, Diamond Harbour Road, South 24 Parganas, Pin: 743368

Ph. No.: 03174-245801

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(For PG Degree-Awardees)

1ST ANNUAL CONVOCATION, 2018

First Annual Convocation of the Diamond Harbour Women's University will be held at the University campus at 11:00 a.m. on Thursday, the 8th February, 2018.

1. The recipient of the degree as mentioned above shall have to occupy her seat in the Convocation Pandal on **8th February, 2018** within 10:30 a.m. failing which she will not be allowed to attend the Convocation.

2. She will not be allowed to receive her Degrees at the Convocation if she fails to observe any of the Convocation rules/formalities.

3. The Degree Certificate will be sent to the recipients after six weeks from the date of Convocation by Registered Post/Speed Post at her residential address (inside India only) as recorded in the prescribed form, if she fails to attend the convocation in person.

4. Convocation Dress:

Female Candidates: White Saris with green colour border and white blouse / White Salwar Kameez with green Dupatta.

5. Each recipient will be allowed to bring one **Guest** only for which a card will be issued.

6. Only the recipient and card holders are allowed to enter in the Convocation Pandal to receive the Degree Scroll.

7. No recipient would be allowed to occupy her seat unless she intimates the University by filling up the requisite Form and depositing the necessary fees for attending the Convocation.

General Instruction for Students

- Candidates interested to attend the 1st Convocation-2018 must apply in prescribed Form. FORM may be downloaded from the our University Website “www.dhwu.ac.in”.
- All the applications shall be sent to the office of the Controller of Examinations through registered post/speed post or by hand. The last date of submission of application is 15th January, 2018.
- All recipients of certificates will be required to fill up the relevant application form.
- Collection of University “UTTARIYAS”

University “UTTARIYAS” is to be collected from the Academic Building / Venue of Annual Convocation on the day of the Convocation (8th February,2018) from 9.30 am as per the schedule on submission of the Convocation Card/Pass received after submission of application. Convocation Card/Pass will also be issued from 9.00 am on the day of convocation from the relevant counter.

- Delivery of degree scrolls on the date of Convocation will be made strictly as per their rank/position in the event of submission of application within the stipulated date (15.01.2018) only. Subject wise rank/position will be uploaded in the University website in due course of time. All the students are directed to see the website of the University on regular basis for updated information.
- Recipients of Medals
List of Medal Awardees will be made available at the University website on or after 15.01.2018.
- Students have to return University “UTTARIYAS” after attending Convocation at the same “UTTARIYAS” receiving counter at Academic Building on the same date after completion of convocation.
- Students have to submit a total amount of Rs. 500/- (Rs. 200/- for enrolment to attend the Convocation and Rs. 300/- as deposit money for collection of Uttariya which is refundable on returning the uttariya)
- The said amount of Rs.500/- only has to be **submitted through NEFT system** in the **Account No- 1675104000064822** of the **IDBI bank**, Diamond Harbour Main Road Branch, Sarisha, South 24 Parganas- 743368, **IFSC Code No IBKL0001675, MICR Code No.700259039.**

Sd/- Controller of Examinations