



## INSTRUCTIONS TO THE APPLICANT

- 1) Incomplete forms and forms without attested photo copies of Final year passing Certificate, UG Degree Passing certificate / UG Degree Marks Statement, will not be accepted.
- 2) The acknowledgement of this form should be preserved carefully and produced at the time of collection of the PG Degree / PG Diploma Certificate on the day of the convocation, or as and when the same is collected.
- 3) Any complaint, regarding non-receipt of PG Degree \ PG Diploma Certificate or correction in Name, College, Class, Subject, Year of Passing, etc., will be entertained within a period of three months from the date of the concerned convocation. No complaints will be entertained after the Specified period.
- 4) Two identical visa type photograph (size 35mm X 45mm). Of which one duly attested by Dean / Principal of concerned college and should be pasted on the form at the space provided for it and other photograph should be enclosed with application mentioning the course, name and permanent registration Number on the reverse side. No photograph other than the stipulated size i.e. 35mm X 45mm (Visa type) will be accepted.
- 5) Please check the details of convocation programme on University web site [www.muhs.ac.in](http://www.muhs.ac.in), which will be notified one month in advance from the date of convocation Ceremony.
- 6) Candidates are advised to collect his / her degree certificate within one year from the date of convocation or else retention fee will be charged as per University rules prescribed from time to time.

### For Office use only

The applicant's name, Academic and other details as stated in this application have been checked with the office record and have been found correct/ incorrect. Acknowledgement/ observation letter issued vide letter No ----- dated -----

**In-charge Faculty**

### NAME & ADDRESS OF THE CANDIDATE

(to be filled in by the Candidate)

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----- Tal.: ----- Dist.: ----- Pin code.: -----

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### ACKNOWLEDGEMENT SLIP

Convocation Application in respect of -----  
PRN-----Course-----has been duly received and found correct in all respects. Degree will be issued in person to the student on production of this receipt and photo identity, to the blood relatives (Father/Mother/Sister/Brother) of the student on production of their photo identity and the authority letter issued by the concerned student on the day of convocation or any working day after one month from the date of convocation.

**In-charge Faculty**