

## UNIVERSITY OF MUMBAI

## ANNUAL/POST CONVOCATION FOR CONFERRING DEGREES/DIPLOMAS

INSTRUCTIONS

CANDIDATES ARE REQUESTED TO READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE APPLICATION FORM

## I. GENERAL :

- (1) Applicants are instructed to write their name in Devnagari (Marathi) Script also, failing which, their applications will not be accepted.
- (2) The Annual Convocation for conferring Degree/Diplomas will be held in the Sir Cowasjee Jehanghier Hall of the University, Fort, Mumbai, on the notified day (Somewhere in the month of December).
- (3) Candidates who are eligible for the award of Degrees/Diplomas and who are desirous of receiving them on the above occasion are required to submit their applications in the prescribed form (on overleaf) to the Controller of Examinations, within the notified period.
- (4) The fees for admission to the Degree/Diploma is **Rs. 270/- (without late fee) and Rs. 370/- (with late fee)**. The amount of fee must be remitted alongwith the application form. No application will be entertained if they are not accompanied by the requisite fee. **Fees includes Cost of Form and Postal Charges.**
- (5) The fee for the candidates who apply under the Post-Convocation procedure is Rs. 370/- (Rupees Three hundred seventy only).
- (6) A candidate will be admitted to the Degree or Diploma in person or in absentia at his/her option.
- (7) Candidates whose applications, alongwith the prescribed fees are not received on or before the day notified to be the last day for accepting the forms without or with late fee will not be entertained.
- (8) **Fees once paid cannot be refunded or held in reserve for a future convocation.**
- (9) Candidates are requested to write legibly their addresses in full wherever indicated to do so in the application form. The Degree/Diploma Certificate will be sent to them by Registered Post on the same address.
- (10) Only those candidates who have indicated in their application form that they will attend the convocation ceremony to receive the degree or diploma certificate in person, can collect their degree/diploma certificate on the day of convocation, in exchange of the fee receipt. No duplicate receipt will be issued on any account. The convocation fee receipt should be signed by the candidates only.
- (11) After the convocation, degree/diploma certificates of remaining candidates as well as those candidates who have indicated in their application form that they will not attend the convocation ceremony to receive the degree or diploma certificate in absentia will be sent by registered Post. **No distribution of the Degree/Diploma Certificates will be made in the University Counter after Convocation is over.**
- (12) Candidates who intend to receive more than one degree/diploma at the same Convocation should submit separate applications for each of the degrees/diplomas.
- (13) **Complaints regarding the non-receipts of fee receipt of Degree/Diploma Certificate and errors if any, in the Degree/Diplomas should be made within the three months from the date of the Convocation. Complaints made thereafter will in no case be attended to.**
- (14) Formal admission to the Bachelor's Degree is a condition precedent for the submission of application for admission to the Post-graduate examinations e.g. M.A., M.Sc., M.D., M.S., etc.
- (15) **Candidates whose results are held in reserve should not apply for the conferment of Degree/Diploma.**
- (16) Candidates who have already obtained their Degrees/Diplomas should not fill up this form for the same Degree/Diploma. If needed, they should apply for a duplicate copy of the said Degree/Diploma Certificate by filling up a separate form prescribed for the purpose.
- (17) The candidates who have passed the following diplomas should not fill-up this form :—  
Diploma in Early Childhood Care & Education (Diploma in E.C.C. & E.), Diploma in Music (H.V.C.), Diploma in Music (H.I.C.), Diploma in Music (H.V.L.), Diploma in Music (K.V.C.), Diploma in Music (Shastriya Gayan), Diploma in Music (Sugam Sangeet Gayan), Diploma in Music (Shastriya Vadan-Talavadya), Diploma in Labour Laws & Labour Welfare, Diploma in Taxation Laws, Diploma in Russian, Diploma in German, Diploma in French, Diploma in Italian, Diploma in Persian, Diploma in Arabic, Diploma in Pali, Diploma in Sanskrit, Diploma in Marathi, Dip. in Kannada, Diploma in Urdu, Diploma in Sindhi, Diploma in Comparative Mythology, Advanced Diploma in Russian, Advanced Diploma in German, Advanced Diploma in Arabic, Advanced Diploma in Urdu, Advanced Diploma in Yoga, Advanced Diploma in French, Advanced Diploma in Counselling Psychology, Diploma in Financial Management, Diploma in Operations Management, Diploma in Operations Research for Management, Diploma in Administrative Management, Diploma in Computer Management, Diploma in Systems Management, Diploma in Marketing Management, Diploma in Computer Software Technique (D.C.S.T.), Diploma in Computer Programming (D.C.P.), Diploma in Yoga (Part-time), Diploma in Jainology (Part-time), Diploma in Buddhist Studies and Vipassana (Part-time), Diploma in Indian Aesthetics, Diploma in Computer Operation Technology, Diploma in Environmental Pollution Analysis and Control, Diploma in Food Processing & Preservation, Diploma in Computer Applications, Diploma in Japanese.  
The candidates who have passed the above diplomas till the year 1986 or before, should collect their Certificates from their respective Institutions/Colleges.
- (18) The candidates who have passed the following examinations should not apply for their degrees, unless they are declared qualified for the award of the same by the University after completion of their Post-examination Internship Training — M.B. B.S., B.S.A.M., B.A.M.S., B.U.M.S., B.H.M.S., B.Sc. (P. & O.) and B.D.S.

## II. PROCEDURE FOR PAYMENT OF FEES :

Only those candidates who have qualified themselves for the degrees and diplomas prior to the date of the last Convocation but could not apply during the period specified for the same only are eligible to apply for conferment of their degrees and diplomas under the Post Convocation procedure.

Pre-Convocation Procedure and Post-Convocation Procedure.

Fee shall be accepted along with convocation form in **CASH ONLY** at the following centre.

[From Monday to Friday (Except Public Holidays) between 11-00 a.m. to 1-00 p.m.]

- (1) At any branch in the enclosed list of Bank of Maharashtra (See Page No. 4) within jurisdiction of the University.
- (2) At the respective Colleges/recognised Institutions.
- (3) At the Sub-centre, Finolex Academy of Management and Technology, P-60/1, MIDC, Mirjole, Ratnagiri-415 639.

**\*Candidates residing abroad/beyond jurisdiction of the University of Mumbai.**

Application can be sent by post. It should accompanied by a demand draft drawn in favour of "The Finance and Accounts Officer, University of Mumbai" payable at Mumbai, drawn on any Nationalised Bank.

**Prakash J. Wani**

**O.S.D. & Controller of Examinations,  
University of Mumbai**

**\*Details of Demand Draft which is enclosed herewith—**

- (1) Banker's Name : \_\_\_\_\_ Branch : \_\_\_\_\_
- (2) Demand Draft No. : \_\_\_\_\_ Date : \_\_\_\_\_ Amount (Rs.) : \_\_\_\_\_

Signature of the Candidate & date

**APPLICATION FORM FOR THE ANNUAL/POST CONVOCATION  
FOR CONFERRING DEGREES/DIPLOMAS**

(Please read all instructions carefully)

|           |  |
|-----------|--|
| Rs. 270/- | Without late fee                           |
| Rs. 370/- | With late fee and/or for Post-Convocation* |

To,  
**THE CONTROLLER OF EXAMINATIONS,  
UNIVERSITY OF MUMBAI, MUMBAI-400 098.**

\*See Instruction No. 5 on overleaf

Sir,  
I request admission to the \_\_\_\_\_ Degree/Diploma at the ensuing Annual /Post-Convocation of the University. My particulars are as follows :—

I intend  to attend  not to attend  the convocation. (Tick-mark  whichever is applicable.)

The Name in Full : (IN CAPITAL LETTERS in English in the order given below) Note that your name will appear exactly in the same order on the Certificate, subject to its conformity with the examination record.

|                |                         |                      |         |
|----------------|-------------------------|----------------------|---------|
| _____          | _____                   | _____                | _____   |
| FIRST/OWN NAME | FATHER'S/HUSBAND'S NAME | MOTHER'S/MAIDEN NAME | SURNAME |
| _____          | _____                   | _____                | _____   |

Name in above order, in **DEVNAGARI (MARATHI) SCRIPT.**

SEX :  MALE  FEMALE (Tick  whichever is applicable.)

MONTH & YEAR OF THE EXAM. :

|                     |      |   |   |          |                     |
|---------------------|------|---|---|----------|---------------------|
| _____               | 2    | 0 | 0 | _____    | _____               |
| MONTH<br>(In words) | YEAR |   |   | SEAT NO. | CLASS<br>(In words) |

SPECIAL SUBJECTS/BRANCH (If applicable)

|       |       |
|-------|-------|
| _____ | _____ |
| 1     | 2     |

NAME OF THE COLLEGE (IN FULL) : \_\_\_\_\_

ADDRESS : (for correspondence) IN CAPITAL \_\_\_\_\_

**DECLARATION BY CANDIDATE**

I have carefully read and noted the Instructions 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/error and wrong/incomplete entries made by me in this form.

Date : \_\_\_\_\_ TELEPHONE NO. : \_\_\_\_\_  
Place : \_\_\_\_\_ MOBILE NO. : \_\_\_\_\_ *Signature of the Candidate*

**FOR OFFICE USE ONLY**  
(Please do not write anything below )

| Degree Code | Attending/ Not attending | Male/ Female | Month | Year | Class | College | Subject 1 | Subject 2 |
|-------------|--------------------------|--------------|-------|------|-------|---------|-----------|-----------|
|             |                          |              |       |      |       |         |           |           |

Signature of Clerk who entered/checked above information

Entered by \_\_\_\_\_

Checked by \_\_\_\_\_

All the candidates are requested to write their full name and postal address in capital at the both places provided below, so as to enable this office to send them the degree/diploma certificate by **Registered Post.**

**Form No.**

Name : Shri/Kum. \_\_\_\_\_  
Address : \_\_\_\_\_  
Pin Code :

**Form No.**

Name : Shri/Kum. \_\_\_\_\_  
Address : \_\_\_\_\_  
Pin Code :



**UNIVERSITY OF MUMBAI**  
(TO BE ATTACHED WITH FORM)

(for the Nodel Branch of Bank of Maharashtra,  
Mahalaxmi Branch, Savings A/c. No. 500)

(C) No.

Date : \_\_\_\_\_

PAID AT : (1) Bank of Maharashtra \_\_\_\_\_ Branch,  
(2) College \_\_\_\_\_  
(Name)

**Particulars**

|                                     |           |      |
|-------------------------------------|-----------|------|
| Fees : Without late fee             | Rs. 270/- | *Rs. |
| With late fees/<br>Post-Convocation | Rs. 370/- |      |
| *Write in figure                    |           |      |

(In words) Rs. \_\_\_\_\_ )

Name of the candidate (in full beginning with surname) in  
BLOCK LETTERS \_\_\_\_\_

Date :

Place :

*Receiving Cashier*  
Seal of the Bank/College Centre



**UNIVERSITY OF MUMBAI**  
(FOR THE RECEIVING BANK/COLLEGE)  
(AS A CREDIT VOUCHER)

(A) No.

Date : \_\_\_\_\_

PAID AT : (1) Bank of Maharashtra \_\_\_\_\_ Branch,  
(2) College \_\_\_\_\_  
(Name)

**Particulars**

|                                     |           |      |
|-------------------------------------|-----------|------|
| Fees : Without late fee             | Rs. 270/- | *Rs. |
| With late fees/<br>Post-Convocation | Rs. 370/- |      |
| *Write in figure                    |           |      |

(In words) Rs. \_\_\_\_\_ )

Name of the candidate (in full beginning with surname) in  
BLOCK LETTERS \_\_\_\_\_

Date :

Place :

*Receiving Cashier*  
Seal of the Bank/College Centre



**UNIVERSITY OF MUMBAI**  
(FOR UNIVERSITY ACCOUNTS SECTION)

(D) No.

Date : \_\_\_\_\_

PAID AT : (1) Bank of Maharashtra \_\_\_\_\_ Branch,  
(2) College \_\_\_\_\_  
(Name)

**Particulars**

1. Fees for Degree \_\_\_\_\_
2. Seat No. \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_
3. Class obtained \_\_\_\_\_

|                                     |           |      |
|-------------------------------------|-----------|------|
| Fees : Without late fee             | Rs. 270/- | *Rs. |
| With late fees/<br>Post-Convocation | Rs. 370/- |      |
| *Write in figure                    |           |      |

(In words) Rs. \_\_\_\_\_ )

Name of the candidate (in full beginning with surname) in  
BLOCK LETTERS \_\_\_\_\_

Date :

Place :

*Receiving Cashier*  
Seal of the Bank/College Centre



**UNIVERSITY OF MUMBAI**  
(FOR THE CANDIDATE)  
(TO BE PRESERVED AS A RECEIPT)

(B) No.

Date : \_\_\_\_\_

PAID AT : (1) Bank of Maharashtra \_\_\_\_\_ Branch,  
(2) College \_\_\_\_\_  
(Name)

**Particulars**

1. Fees for Degree \_\_\_\_\_
2. Seat No. \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_
3. Class obtained \_\_\_\_\_

|                                     |           |      |
|-------------------------------------|-----------|------|
| Fees : Without late fee             | Rs. 270/- | *Rs. |
| With late fees/<br>Post-Convocation | Rs. 370/- |      |
| *Write in figure                    |           |      |

(In words) Rs. \_\_\_\_\_ )

Name of the candidate (in full beginning with surname) in  
BLOCK LETTERS \_\_\_\_\_

Date :

Place :

*Receiving Cashier*  
Seal of the Bank/College Centre

**ADDRESSES OF THE BRANCHES OF THE BANK OF MAHARASHTRA IN  
GREATER MUMBAI, THANE, SINDHUDURG, RAIGAD, RATNAGIRI.**

**GREATER MUMBAI**

- (1) 45/47, Bombay Samachar Marg, Fort, Mumbai-400 023.
- (2) Bhatwadekar Bldg., 215, Raja Ram Mohan Roy Road, Girgaon, Mumbai-400 004.
- (3) Karanja Bldg., Near Novelty Cinema, Grant Road, Mumbai-400 007.
- (4) Maratha Mandir Bldg., Club Road, Mumbai Central, Mumbai-400 008.
- (5) 796, Mittal Castle, Mahalaxmi, Temple Lane, Opp. Sadhu Bela, Mahalaxmi, Mumbai-400 026.
- (6) 2, Readymoney Terrace, Dr. Annie Besent Road, Worli, Mumbai-400 025.
- (7) Raja Shivaji Vidhyalaya Campus, Hindu Colony, Dadar (E), Mumbai-400 014.
- (8) Mahabank Bldg., Gadhari Chowk, Shivaji Park, Dadar (W), Mumbai-400 028.
- (9) 268, Mina Baug, Telang Road, Matunga, Mumbai-400 019.
- (10) Sunraise Bldg., Plot No. 153, Near Sion Circle, Mumbai-400 022.
- (11) Kavarinata Bldg., 519, Mahajani Road,, Kings Circle, Near V.J.T.I., Mumbai-400 019.
- (12) Central Admn. Bldg., M.H.B. Kalanagar, Bandra (E), Mumbai-400 051.
- (13) 16th Cross Elavia Apt., 33rd Road, Mumbai P.O, Bandra (W), Mumbai-400 050.
- (14) Anju Shopping Centre, Tilak Road, Santacruz (W), Mumbai-400 054.
- (15) Krishna Villa, Monghibai Road, Vile Parle (E), Mumbai-400 057.
- (16) Gurukrupa Bldg., 6th N.S. Road, Vile Parle (W), Mumbai-400 056.
- (17) Vedavati Co-op Hsg. Soc. Bldg., Sahar Road, Andheri (E), Mumbai-400 069.
- (18) Sanskar Jyot High School Bldg., S. V. Road, Andheri (W), Mumbai-400 058.
- (19) Motimahal Bldg., 221, Station Road, Goregaon (W), Mumbai-400 062.
- (20) Chandrashali, Liberty Garden Road, Cross Road No. 1, Malad (W), Mumbai-400 064.

- (21) "Vilesh Nivas", Madhuradas Road, Kandivall (W), Mumbai-400 067.
- (22) Mahamangal Bldg., Opp. Sahyadri Nagar, 274, D. R. Ambedkar Road, Sec. 1, Plot 274, Kandivli (W), Mumbai-400 067.
- (23) Express Towers, L. T. Road, Borivli (W), Mumbai-400 092.
- (24) 70-E, Mahabank Bldg., Deyanand Sarasvati Road, Chembur, Mumbai-400 071.
- (25) Neelkantha Krupa, 353/56, R. B. Mehta Road, Ghatkopar, Mumbai-400 077.
- (26) Akhilesh Kunj, C. T. S. No. 272/56, Opp. Hariyali Village, Vikhroli (E), Mumbai-400 083.
- (27) Shivshakti Complex, Opp. Badvaik Hospital Bldg., Agra Road, L. B. S. Marg, Bhandup, Mumbai-400 078.
- (28) Deochaya, M. G. Road, Mulund (W), Mumbai-400 080.
- (29) Sachin S. G. N. S. M., Mithagar Road, Mulund (E), Mumbai-400 081.

**NEW MUMBAI**

- (30) E-7, 2/3, Sector 1, CIDCO Admn. Bldg., Vashi, New Mumbai-400 703.
- (31) Gala No. 43/44, C.B.D. Sector 1, Shopping Center, Belapur, New Mumbai-400 614.
- (32) Shopping Centre Sector 9 (CIDCO), Nerul, New Mumbai- 400 706.
- (33) Shop No. 9, 10, 11, 12, 14, Shri Ganesh Samanway Co-op. Housing Society, Plot No. 13, Sector 11, Kharghar, Navi Mumbai-410 210. Raigad.
- (34) Balaji Bhavan, Flat No. 232, Apasaheb Panhale Road, Near Bhaji Market, Panvel - 410 206.

**THANE DISTRICT**

- (35) Thakur Tower, Shivaji Marg, Virar (W), Thane-401 303.
- (36) Baburao Marathe Nivas, Parnaka Road, Vasai, Dist. Thane-401 201.
- (37) Varaiyya Bldg., Manor Road, Palghar, Dist. Thane-401 404.
- (38) Koupineshwar Trust Bldg., Station Road, Thane-400 601.
- (39) Milan-Guru Sty. Bldg., Tilak Nagar, Dombivli (W), Kalyan, Dist. Thane-421 201.
- (40) Bibikar Bldg., Opp. KDMC Office, Dombivli (E), Thane-421 201.
- (41) Girijashankar Market Bldg., Goshala Road, Shivaji Chowk, Kalyan-421 304.
- (42) Ram Niwas, Plot No. 479, Camp No. IV, Ulhasnagar-421 004.
- (43) 105, Ghanavatkar Bldg., Near Mandai, Bhiwandi, P. O. Prabhu Ali, Thane-421 302.
- (44) Telvane Bldg., G. G. Mane Marg, Shahpur-421 601, Thane.
- (45) Kamala Narayan Sadan, 1st Floor, Wada, Dist. Thane-421 303.

**RAIGAD**

- (46) 33, Ward, Bhavraj No. 12, Suhurud Bldg., Bombay-Poona Road, Khopoli-410 203, Raigad.
- (47) Karve Bldg., Maharshi Karve Marg, Alibag-402 201, Raigad.
- (48) Dharkar Bldg., 10/62, Opp. Gandhi Market, Damgade Ali, Pen, Dist. Raigad-402 107.

**RATNAGIRI**

- (49) 334, Shree Dripa Bldg., Shivaji Chowk, Chichnaka, Chiplun-415 605, Ratnagiri.
- (50) 82/2, Kushe Bldg., Main Bazar, Rajapur Teh., Rajapur-416 702, Ratnagiri.
- (51) Salvi's Bldg., Marg Tamhane, Teh. Chiplun-415 702, Ratnagiri.
- (52) C. S. No. 2175 and 2176, Anandi-Parvti Apt., Koshti Ali, Khed-415 709, Ratnagiri.
- (53) Sports Complex, 518/C-5, R. P. Gogte College Campus, Ratnagiri-415 612, Ratnagiri.

**SINDHUDURG**

- (54) Shanta Durga Niwas Varde Bldg., Main Road, Kudal (Sindhudurg)-416 520.
- (55) Patil Towers, Gavalititha, Opp. S. T. Stand, Sawantwadi-416 510.
- (56) 1837, Mahabank Bldg., Bhandari High School Road, Malvan-416 606.
- (57) G/582, M. D. Devasthali Bldg., Kharepathan-416 703, Sindhudurg.

**INSTRUCTIONS TO CANDIDATES**

Candidates who are not in their proper academic costumes will not be admitted to the Convocation Hall.

Ordinance 150 relating to the wearing of academic costumes by the candidates at the Convocation is given below for their information :-

- (1) Male candidates attending the Convocation shall wear a trouser or a pyjama or a salwar of plain white colour and white coloured Nehru or Guru Shirt with a stiff strip without regular collar of any indigeneous material (Swadeshi) except silk and satin.
- (2) Female candidates attending the Convocation shall wear a white saree and a blouse of plain white colour or a salwar of plain white colour with white coloured upper garment of a punjabi dress with white coloured upper garment of any indigeneous material (Swadeshi), except silk and satin or a white dress (Frock).
- (3) The candidates, male as well as female, attending the Convocation shall wear a University Crest made of plastic to be supplied by the University at cost and a sash 6" width of different clours representing different faculties as indicated below :-

| Faculty        | Colour of Sash |
|----------------|----------------|
| Arts           | Green          |
| Science        | Blue           |
| Technology     | Chocolate      |
| Law            | Yellow         |
| Medicine       | Orange         |
| Commerce       | Maroon         |
| Dentistry      | Purple         |
| Ayurveda       |                |
| Unani Medicine | Red            |
| Homoeopathy    |                |
| Fine Arts      | Pink           |

The white sashes shall be presented by the Chancellor/Vice-Chancellor (to be provided by the University) to the candidates attending the Convocation for conferment of D.Litt. or D.Sc. or LL.D. Degree.

Received Degree

Receiver's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Receiver's Name & Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_