NOTICE – EXAMINATION
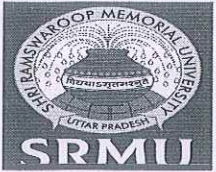
Procedure to receive Degree and Diploma in the Second Convocation Ceremony

1. **Online Mechanism for the students who have not collected their Degree/Diploma:** There is an online mechanism of Convocation registration available on the University website https://convocation.srmu.ac.in/ for the students of Session 2021-22, 2022-23 and 2023-24. Students who have not yet collected their degree and diploma are required to process their online Convocation registration through the website after submitting their Convocation Registration fee i.e. Rs. 3000/-. In case of any issue in the portal, students may contact the Registrar Office at registrar.office@srmu.ac.in with their details and screenshots.

2. **Offline Mechanism for the students who have collected their Degree/Diploma previously:** Students of session 2021-22, 2022-23 and session 2023-24 (only applicable for Ph.D. scholars) who have already received their Degree and Diploma but interested to attend Second Convocation Ceremony are required to follow below-mentioned steps:

   Step 1: They are required to fill the prescribed format (placed opposite as Annexure) and submit an additional fee of Rs. 2000/- (excluding previously submitted Degree/Diploma Fee of Rs.1000/-). in the Accounts Office.

   Step 2: Students are then required to ensure the submission of duly filled format, fee Receipt of Rs. 2000/- along with their original Degree and Diploma in the Examination Cell till Dec 02, 2024.

   Step 3: In case if any student is accompanied by his/her parents, then additional charges of Rs. 500/- per person will be applicable as mentioned in the format.

   Step 4: After completing Step 1, 2 & 3 'Student Copy for Offline Convocation Registration' will be provided to the respective student for attending the Convocation Ceremony. Student will be required to carry his/her 'Student Copy' for the entry in the Second Convocation Ceremony.

3. In case, if any student authorizes their parents or relative to complete the process, students would be required to send their Degree and Diploma folders with them along with the authorization letter.

Prof. (Dr.) Akankssha Nigam
Controller of Examination

Distribution: through email and website

SHRI RAMSWAROOP MEMORIAL UNIVERSITY

Application regarding Offline Convocation Registration for already availed Degree & Diploma Certificate

SRMU/Exam Cell/Format 40

Part A: To be filled by the Student

Recent Passport size Photograph or attach Aaadhar Card for proof

Student Name: ....

Father's Name: ....

Roll No. (15 digit): ....ERP ID: ....

Programme Name (as mentioned on Degree): ....

Degree/Diploma Serial No. as mentioned on previously received Degree/Diploma: ....

Passing out Session (as mentioned on the previously received Degree/Diploma):

Session 2021-22: ☐

Session 2022-23: ☐

Ph.D. (mention year):   2022 ☐   2023 ☐   2024 ☐

Residential Address: ....

Contact No.: ....   Email Address: ....

Declaration by the Students

I have submitted my previously issued original Degree/Diploma Certificate in the Examination Cell. I have also submitted an additional fee of Rs. 2000/- (excluding previously submitted Degree/Diploma Fee of Rs. 1000/-) in the Accounts Office for attending the Convocation.

No. of accompanied person: 01 ☐   02 ☐

Charges for accompanied persons (Rs. 500/- person): Rs. 500 for 01 person ☐   Rs. 1000 for 02 persons ☐

Total charges submitted: Rs. 2000 only for individual ☐
Rs. 2500 for individual and 01 accompanied person ☐
Rs. 3000 for individual and 02 accompanied persons ☐

Date: _____

Student Signature: _____

Name and Signature of Office Executive: ....

Student Copy for Offline Convocation Registration

It is certified that the student .... of programme.................... ....Roll No...................................... pass out student of session .... has submitted his Degree/Diploma along with the fee receipt in the Examination Cell for attending the Second Convocation Ceremony.

Total charges submitted: Rs. 2000 only for individual ☐
Rs. 2500 for individual and 01 accompanied person ☐
Rs. 3000 for individual and 02 accompanied persons ☐

Signature of Office Executive: _____