



MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY,
NAGPUR.

VIIITH CONVOCATION - 2017

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. Information such as examination passed, C.G.P.A., Division, Name, Enrolment Number, Name of the College, Year, address with Ph. /Mob. No. etc., be given correctly in the ON LINE form.
2. Student shall have to apply **on-line**. Prescribed Fee for obtaining Degree in person at Convocation is Rs. 1000/- and Degree in absentia by Post is Rs. 1500/-. For the students abroad fee is Rs. 2500/-.
3. Prescribed Fee will be accepted by two ways, either by challan or Bank Transfer -
 - a. By challan-**

In case of challan, the candidate has to deposit the requisite fees **preferably** in any of the branches of **Union Bank of India** in the **Account of Comptroller, MAFSU, Nagpur in Account No- 607002010002179, Union Bank of India, Seminary Hills, Nagpur** and has to mention the transaction number in the space provided in the form.
(Format of Bank Challan is available on University website www.mafsu.in)
 - b. By Bank transfer-**

In case of online payment, the candidate can deposit the amount from his account through NEFT to the same account of MAFSU. While filling NEFT form, following details would be required-

 - The IFSC Code No. **UBIN0560707** (UBIN Zero Five Six Zero Seven Zero Seven)
 - Account No. **No 607002010002179** of MAFSU

In this case the candidate has to mention all his/her details in NEFT form. **After the successful NEFT, the candidate should obtain the UTR number, which is to be mentioned in the space provided in the form. If the bank transfer/transaction is made from the account of person other than the candidate seeking the degree, in such case, the name of candidate for whom the money is deposited is to be mentioned at the space provided in the application form**).**

The applications without payment and details of payment shall not be considered.
4. The candidates shall also have to send a copy of the Bank Challan of the prescribed fees to the University mentioning his/her full name, Enrol. No., year of passing and degree applied on the back side of Bank Challan.
5. **Applications received after 25/02/2017 shall not be considered for admission of the candidate to the Convocation and the candidate shall have to receive the Degree Certificate in absentia by paying the difference of the fees at the institute where the candidate has completed the said degree course.**
6. Incomplete application shall not be considered and no correspondence thereon shall be entertained.
7. The candidate will have to report at Committee Hall, Nagpur Veterinary College, Nagpur one day earlier to Convocation day for receiving the costumes as well as for attending rehearsal, which will be compulsory or else he/she will not be considered for conferring the degree in Convocation and the late reporters will have to obtain the degree strictly as per the procedure laid down for in-absentia.
8. The candidates will have to **enter in the Convocation Hall, half an hour before** the starting of academic procession.
9. The Degree certificate conferred in absentia shall not be delivered in person either to the candidate or his messenger, but shall be sent by Registered Post on the address mentioned in the application form by the candidate.

10. **There will be no emergency booth to issue costumes on the day of Convocation since rehearsal is compulsory on previous day of Convocation.**
11. **The candidate attending the Convocation shall have to make his/her own arrangement of accommodation.**
12. The candidates are requested to extend full cooperation to keep the sanctity and harmony of the said auspicious occasion.
13. Those candidates, who have not applied for degree in presence or in-absentia, shall collect their degree certificates personally from their respective colleges by paying the fees applicable for in-absentia, as mentioned above.
14. If candidate apply for degree in person, but does not attend the convocation, he/she will have to apply to the Associate Dean of the respective colleges and pay **Rs. 500/-** extra by D.D. in the name of **Comptroller, Maharashtra Animal and Fishery Science University, Nagpur**, payable at Nagpur for sending the degree certificate by Registered Post.

*** Separate fees be paid for each degree (UG/PG).**

**Sd/-
Dr. A. S. Bannaliker
REGISTRAR
MAFSU, Nagpur.**