

University of Mumbai



No.Cert./Conv./ 475 of 2007

Circular:

The Directors/Heads of the University Departments, the Principal, Sir.J.J.College of Architecture ,Principals/Deans of the affiliated Colleges, Professor-cum-Director, Institute of Distance Education and Heads of the recognized Post-graduate Institutions, Co-Ordinator and the Assistant Registrar, Sub Centre, Ratnagiri are hereby informed that the proposal of accepting the Convocation fees of Rs.250/- (Rupees 200/-being Convocation fee Plus Rupees 50/- being Postage and Packaging charges) (Non refundable) paid once alongwith the examination fees of final Semester/year examination from the candidates by the respective Departments/Colleges/Institutions from the first half of the year 2007 onwards has been approved by the Board of Examinations at its meeting held on 9th March, 2007, vide item No.9.

They are therefore, requested to collect the Convocation fees of Rs. 250/- (Rupees two hundred fifty only) from their students alongwith the examination forms of final Semester/year examination. Hereafter, from the first half of the year 2007, no students will apply for Convocation Certificate separately. The examination forms of the candidates examined and found qualified will be treated as an applications for Convocation also and the degrees will be conferred on the candidates at the Convocation of that year.

The students appeared and passed the examinations held upto second half of the year 2006, will only apply for Convocation separately as per the practice in existence. These students will be free to apply at any time throughout the year, but the degree will be conferred on them only in the Convocation of that year. However, the applications made after the Convocation is over, then all applications will be treated as an applications for the Post-Convocation. The students are therefore, required to apply upto the end of May (i.e.,last working day of May), every year for the Post-Convocation.

They are also informed that the new procedure is made applicable from the first half of the year 2007. Since the Convocation fee is not collected with the examination forms at the first half of the year 2007, it is, requested that the Convocation fee of Rs.250/- (Rupees two hundred and fifty only) be collected from the students who have been declared to have passed their respective examinations, while distributing their statements of marks and certificates of passing received from the University and also to make necessary arrangement to remit the same to the University for preparation of their degrees/diplomas at the Convocation to be held in December,2007.

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Further, they are requested to collect the Convocation fees of all regular and repeater candidates of final Semester/year examinations alongwith the examination fee at the second half of the year 2007, and thereafter only from regular students and remit the same to the University at the time of submission of the examination forms. Hereinafter this procedure will be followed for all the examinations.

(PRAKASH J. WANI)

O.S.D. & CONTROLLER OF EXAMINATIONS

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30/5/07

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Mumbai- 400 098,
30th May, 2007