



OFFICE OF THE REGISTRAR: GAUHATI UNIVERSITY
GUWAHATI – 781014, ASSAM

NOTIFICATION

Date : 17.03.2017

The 26th Convocation of the Gauhati University will be held on 28th April, 2017 for conferring degrees to successful candidates (of both regular and distance mode) of all degree examinations of the period from 1st January, 2014 up to 31st December, 2016. Degrees will also be conferred to the candidate(s), who obtained their D.Litt., D.Sc., Ph.D., & M.Phil degrees from G.U. during the above mentioned period. Eligible candidates desirous of attending the Convocation are to collect their application forms available in the Certificate Branch, G.U. and the same will also be available in the GU website (www.gauhati.ac.in) from 20th March, 2017 onwards. Properly filled in application(s) accompanied by the prescribed fees as given below either by crossed Bank Draft drawn in favour of the Registrar, Gauhati University, payable at State Bank of India, G.U. Branch or by Challan depositing in cash at G.U. Cash Counter should be submitted to the Certificate Branch of the University on or before 10th April, 2017.

Payment of fees can also be made Online through SBI-Collect available in the GU website (www.gauhati.ac.in)

Sl. No.	Certificates	Certificate Fee (Rs.)	Convocation Fee (Rs.)	Convocation Robe Fee (Rs.)
01	D.Litt./D.Sc./Ph.D	2000/-	500/-	750/-
02	M.Phil.	1500/-	500/-	750/-
03	Master's Degree	750/-	500/-	500/-
04	Bachelor's Degree	750/-	500/-	350/-
05	P.G. Dipoma	750/-	500/-	500/-
06	Certificate Course	750/-	500/-	500/-

Application received after the last date will not be accepted.

Incomplete applications/applications without the prescribed fee shall not be entertained.

Sd/- Dr. S.K. Nath
Registrar
Gauhati University

No: GU/G/26th Convocation/ 2017/ 5525-5624
Copy forwarded for information and necessary action to:

Dated: 17-3-17

1. The Rector, G.U.
2. The Finance Officer, G.U.
3. All Heads, Academic Departments, G.U.
4. All Heads, Administrative Branches, G.U.
5. Prof. B. K. Das, Coordinator, 26th Convocation, G.U.
6. All Principals/ Directors of Affiliated Colleges/Institutions of G.U.
7. The Joint Registrar, G.U. – with a request to kindly upload the above notification in the G.U. website immediately.
8. The Secretary to the Vice-Chancellor, G.U.
9. The Secretary to the Registrar, G.U.
10. The Supdt., Certificate Branch, G.U.
11. The Director, Doordarshan Kendra, Guwahati – with a request to kindly arrange to broadcast as news.
12. The Station Director, AIR, Guwahati- with a request to kindly arrange to broadcast as news.
13. M/S. Gulf Advertising Agency, Sukreswar Temple Ghat, Panbazar, Guwahati-01- with a request to kindly publish the above notification in the next issue of the leading dailies, i.e. The Assam Tribune/ The Dainik Asom, Guwahati
14. Notice Boards
15. Concerned Office file.


Registrar
Gauhati University

GAUHATI UNIVERSITY



Application for Obtaining Certificate/Diploma See overleaf for Rules

Rule 1, 2 & 3
overleaf must be
strictly adhered to

PROVISIONAL/ORIGINAL

1. Name in full (in block letters).....
2. G.U. Registration No..... Year.....
3. Father's Name in full.....
4. Mother's Name in full.....
5. Permanent Address : Town/Village P.O.....
P.S Dist..... State
- Pin No..... Contact No.

6. Examination Passed	Name of Board/ University	Year of Examination	Examination Roll No.	Category of result	Name of the Institution
Matric/H.S.L.C.					
P.U./H.S.S.L.C.					
B.A./B.Sc./B.Com.					
M.A./M.Sc./M.Com.					
LL.B./BE/MBBS/BT/ B.Ed./BAMS/BHMS					
LL.M./MBA/MD/MS/ME					
Others					

7. Particulars of Certificate/Diploma prayed :

Name of Certificate/Diploma	Exam. Code Roll No.	Category of result	Year of the Exam.	Name of the College/ Institution

8. Postal Address with Pin code to which Certificate/Diploma should be sent —
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9. Amount of fees paid	Payment Receipt No. & Date	

DECLARATION BY THE APPLICANT

10. I declare that the above particulars are true to the best of my knowledge and belief. If found otherwise, I shall be liable to action.

Date..... Full Signature of the applicant

RECOMMENDATION OF THE HEAD OF THE INSTITUTION*

This is to certify that Shri/Smti. Regd. No..... of
a student of College/Classes passed the Examination in.....
held in, Vide Code No..... Roll No..... under G.U. and was placed in
Class/Division/Simple Pass. The Certificate so issued from the University may be sent to the address given in Col. 7 above
or may be allowed to receive from the University Office, if so desires as per University rules.

Memo No.....
Date..... Signature of the Head of the Institution

*Head of the Institution means Principal
of the College/Secretary, University Classes Name in full (in block capital) & Seal of
the Institution.

OFFICE NOTES & ORDERS

Recommended for Signature	Checked Certificate may be prepared	Examination record verified Fees as shown have been paid
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Dy. Reqr./Asstt.Reqr.(Admn.) Superintendent (Cert.) Dealing Asstt. P.T.O.

RULES

- The application must be completed in all respects and should be duly filled in all columns and be submitted with the recommendation of the Principal of the College concerned/Secretary, University Classes, Gauhati University, Jt. Registrar, G.U. Kokrajhar Campus (as the case may be) alongwith the prescribed fees. For Master Degree candidates, appearing privately, the recommendation should be done by the Asstt. Registrar (Admn.) of the University or by the Principal of an affiliated College of this University. Such private students will be required to produce relevant documents viz., Admit Card of the Examination, Registration Certificate, Marksheet etc. to the Principal/Asstt. Registrar for the purpose of obtaining his/her signature for recommendation.
- The applicant shall be required to enclose in the application **(a) Photostat copy of the Registration Certificate, and (b) Photostat copy of the Marksheetworks of all the parts of the concerning Examinations.** Both kinds of documents should be attested by the Principal of the College from which he/she passed or Secretary University Classes (as the case may be) or by a gazetted officer with proper Seal.
- No action will be taken unless the prescribed fees (to be sent by Bank Draft in favour of Registrar, G.U. payable at the State Bank of India, Gauhati University Branch or deposited at G.U. Cash Counter) as below is received. The Duplicate copy of the payment of fees receipt is to be enclosed with the application.
- Internship Certificate must be submitted by the M.B.B.S., B.A.M.S. and B.H.M.S., B.D.S. students.
- Photo-copy of the withheld result declaration letter must be submitted by the withheld candidates.

FEES

<u>Name of Certificate</u>	<u>Fee for Provisional Certificate</u>	<u>Fee for Original Certificate</u>	<u>Duplicate</u>
D.Litt./D.Sc./Ph.D.	Rs. 1390.00	Rs. 2000.00	
M. Phil.	Rs. 840.00	Rs. 1500.00	
Master's Degrees	Rs. 670.00	Rs. 750.00	
P. G. Certificates	Rs. 670.00	Rs. 750.00	The cost of Duplicate Certificate shall be Double the Cost of Original one. *
P.G Diplomas	---	Rs. 750.00	
Bachelor's Degrees	Rs. 450.00	Rs. 750.00	
Rank Certificates	Rs. 450.00	Rs. 750.00	
Certain Subject	---	Rs. 750.00	
Transcript for each Exams.	---	Rs. 2000.00	
Pre University Certificate	---	Rs. 450.00	
Metric Certificate	---	Rs. 450.00	
One year Certificate	---	Rs. 450.00	
Course	---	Rs. 650.00	

Fore Convocation Fee kindly refer Convocation Notification.

- Generally the Diploma/Certificate issued will be sent to the Principal/Head of the Institution concerned or to the Address given in Column 7 in the reverse page by Registered A/D post or will be personally handed over to the Applicant/Candidate when his/her specimen Signature will be attested in the form given below. The University employee will also be able to receive the Diploma/Certificate on behalf of the Candidate by signing an undertaking with due permission from the Dy. Registrar/Asstt. Registrar/Superintendent, Certificate Branch, G.U.

Note : All enquiries concerning Issue/Despatch of Certificate/Diploma will be attended to from 2 P.M. to 3-30 P.M. on all working days.

To
The Registrar, G.U., Guwahati-14
Subject : Delivery of Certificate/Diploma in Person

Sir,
I may be personally allowed to receive myCertificate/Diploma (Provisional/Original) of, bearing Code No. Roll No.....as it is needed in connection with

Name of the applicant in full
Address :

Specimen Signature of the applicant

Specimen signature of the applicant to be attested by the Principal of the College/Head of the Institution from which he/she passed.

Signature attested

Allowed

Principal/Head of the Institution
with Office seal

Dy. Registrar/Asstt.Registrar./Supdt.Cer.Br.