Delhi, the 8th November, 2017

Subject: 94th Annual Convocation – 2016

Dear Sir/Madam,

The 94th Annual Convocation of University of Delhi is scheduled to be held on Saturday, 18th November, 2017 at 10:00 A.M. in the Indoor Stadium, Multipurpose Hall, Delhi University Sports Stadium Complex, Delhi – 110007. You will be admitted to the respective degrees i.e. Ph.D./D.M./M.Ch. in the Convocation and for Medals and prizes. Please find enclosed herewith Instructions and other related papers i.e. Admission/Identity-cum-Receipt Slip with this letter. You should complete the formalities by 14th November, 2017, 04:00 P.M. to attend the convocation.

Your participation in Rehearsal on Friday, 16th November, 2017 at 10:00 A.M. is compulsory at Indoor Stadium, Multipurpose Hall, Delhi University Sports Stadium Complex (North Campus), Delhi-110007.

Yours Sincerely,

Encl.: As above

Dean (Examinations) 9/11/17
INSTRUCTIONS TO THE CANDIDATES

1. The Annual Convocation of the University of Delhi for presenting the Medal/Prize to the meritorious student and for conferring upon the Degrees to the successful candidate of the examination 2016, will be held on **Saturday, the 18th November, 2017 at 10:00 A.M.** in the University Indoor Stadium, Sports Complex, University of Delhi, Delhi-110007.

2. **DEGREE “IN PERSON”**

   i) Candidate eligible for award of the of the following degrees only will be admitted in person at Convocation

<table>
<thead>
<tr>
<th>1. Doctor of Philosophy (Ph.D) in all disciplines</th>
<th>6. M.Ch. (Neuro-Surgery)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. D.M. (Gastroenterology)</td>
<td>9. M.Ch. (Paediatric Surgery)</td>
</tr>
<tr>
<td>5. M.Ch. (Cardio-Vascular and Thoracic Surgery)</td>
<td></td>
</tr>
</tbody>
</table>

   ii) Application for admission to the “Degree in Person” in the prescribed form (enclosed) should reach the Dean (Examination) **on or before 14th November, 2017, 4:00 P.M.** through the Dean of the Faculty/Head of the Department/Head of the Institution Concerned as the case may be.

3. **IDENTITY-CUM-RECEIPT SLIP-FOR Degree “in person”**

   Each candidate for admission to the Degree in Person should fill in the “Identity-cum-Receipt Slip” in his/her own handwriting, get it attested by the Dean of the Faculty/Head of the Department/Head of the Institution Concerned as the case may be, and bring the same with him/her when he/she comes to attend the Convocation. The Identity-Cum-Receipt Slip thus filled in and attested by the Head of the Institution Concerned shall be surrendered while entering the **Indoor Stadium, Delhi University Sports Complex** for admission to the Hall, through Gate No. 2-C (Parking Gate).

4. **DEGREE “IN ABSENTIA”**

   Application for any of the above Degree in Absentia in the prescribed form alongwith a prescribed fee of Rs. 500/- either through the Indian Postal Order of Demand Draft in favour of the “**Registrar, University of Delhi**" should reach the office of Dean (Examination)/Examination Branch-IV (Degree Section) **on or before 14th November, 2017** duly signed by the of the Faculty/Head of the Department/Head of the Institution Concerned as the case may be. The degree in such cases shall be posted to them by Registered Post **after the Convocation**.

5. **REHEARSAL**

   There will be a rehearsal on **Thursday, the 16th November, 2017, at 10:00 A.M.** in the Indoor Stadium, Delhi University Sports Complex, University of Delhi, Delhi-110007 to familiarize the participants.

   The recipients of the Degree in person and recipients of Medals and Prizes must attend the rehearsal. They must follow the instructions and remain in their seats in the Indoor Stadium, Delhi University Sports Complex till the rehearsal is announced to be over.

6. **SEATING ARRANGEMENT IN THE INDOOR STADIUM**

   Candidates who are to receive the Degree in person and all recipients of Medals, Prizes will be allotted a seat. A list showing the allotted seat numbers will be displayed outside the Indoor Stadium. Candidate should report latest by 09:00 A.M.
IMPORTANT: One person (Parents, spouses and guests) accompanying the candidate is allowed in the Indoor Stadium, Delhi University Sports Complex on production of Photo Identity proof and letter issued to the concerned person. Complete information bearing Name, Father's Name, Residential Address, Mobile No. and Department if any.

7. CONVOCATION DRESS

The men graduates should appear in high-buttoned up Coats with Trousers (National Dress) and the Women graduates should wear White Sarees with Blouse or White Shirt (Kurtas) with Salwar or Chooridar Pajamas.

8. ACADEMIC COSTUMES

Candidates should appear in academic costume in the Convocation. For Academic Costumes (Gown and Hood) at the Convocation, candidates can contact the following to hire the Academic Costumes:

<table>
<thead>
<tr>
<th>M/s. Pioneer (Regd.)</th>
<th>HEAD OFFICE</th>
<th>BRANCH OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Near Delhi Gate, Darya Ganj, New Delhi-110002</td>
<td>D-14-A/24 Model Town, Delhi</td>
</tr>
<tr>
<td></td>
<td>Tel. - 23274408, 27375380</td>
<td>Tel. - 27235050</td>
</tr>
<tr>
<td>M/s. University Tailors &amp; Drapers</td>
<td>Near Ritz Cinema, Kashmere Gate, Delhi-110006.</td>
<td>25/111, Shakti Nagar, Delhi-110007</td>
</tr>
<tr>
<td></td>
<td>Tel. 23865156, 23868029</td>
<td>Tel. 23840903, 23840557</td>
</tr>
</tbody>
</table>

9. PHOTOGRAPHER

Candidates who desire to get

<table>
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<tr>
<th>S.No.</th>
<th>Name of the Photographer</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>RENU STUDIO (Mr. Raheja)</td>
<td>9811341332</td>
</tr>
<tr>
<td>ii)</td>
<td>AMBA PHOTO STUDIO</td>
<td>9811408937</td>
</tr>
</tbody>
</table>

Note: The University of Delhi shall not be responsible for this arrangement and for any act on part of the photographers.

10. SPECIAL INSTRUCTIONS

To observe sanctity and tradition of the Convocation Ceremony, candidates are expected to adhere to the following:

i) No request for receiving the degree/medal/prized “in Person” shall be entertained once the final roll call is over.

ii) Stand up when the procession enters the Hall and keep standing till members of the procession take their respective seats.

iii) Maintain silence during the entire ceremony.

iv) Stand up for the National Anthem and remain standing till the Procession, Distinguished Guest & other guests leave the Hall.

v) Follow the instructions of the officials on duty in the Hall.

vi) No mobile phone or any electronic gadget, hand bags are allowed inside the venue. There will be no arrangement for safe keeping of mobile phones at the venue.

vii) Use of Delhi Metro Rail for Commuting should be preferred as parking facility is very limited.

viii) For any information, please contact helpdesk for the purpose.

Delhi, the 8th November, 2017

Dean, Examination
UNIVERSITY OF DELHI

APPLICATION FOR ADMISSION TO THE DEGREE AT THE ANNUAL CONVOCATION - 2016

The Registrar
University of Delhi
Delhi-110007

Dear Sir,

I intend to take my Ph.D./D.M./M.Ch. Degree of 2016 in *PERSON/*ABSENTIA and request that I may be admitted to the same.

Yours faithfully,

*Strike out whichever is not applicable

PARTICULARS TO BE FILLED IN BY THE CANDIDATE

NAME (In block letters):

Roll No./Enrol. No. Mobile No.

Address:

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Signature of the Dean/Head
Faculty/Deptt.(WITH SEAL)

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Signature of the candidate

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UNIVERSITY OF DELHI

IDENTITY-CUM-ENTRY-SLIP

This is to Certify that the bearer of this slip (whose specimen signature is given below) Roll No. Enrolment No. Name was a student of this Faculty/Department/Institution and is eligible for admission to the Degree of Ph.D./D.M./M.Ch., 2016 at the Annual Convocation. He/She may please be admitted to the said Degree in Person at the Convocation and issue the Degree Certificate.

Countersigned

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Signature of the candidate

Please see note overleaf.

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Signature of the Dean/Head
Faculty/Deptt.(WITH SEAL)

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Degree Receipt Slip

UNIVERSITY OF DELHI

S.No.

I have received my Ph.D./D.M./M.Ch. Degree on 18th November, 2017 in Person.

Name of the Candidate (In Block letters):

Department/Faculty/Institutions:

Mobile No.

Countersigned

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Signature of the candidate

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Signature of the Dean/Head
Faculty/Deptt.(WITH SEAL)
NOTE:

1. Applications duly completed in all respect should reach Examination Branch-IV latest by 14th November 2017.

2. **No candidate will be permitted to enter the Multipurpose Hall without the Identity-cum-Receipt Slip.** The slip will be required to be shown at the entrance of the Multipurpose Hall and surrender the same to the official on duty in token of the candidate having received the Degree Certificate.

3. **A fee of Rs.500/- is chargeable for obtaining the Degree in Absentia.**

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No one will be permitted to enter the Convocation Hall (Multipurpose Hall) without the Identity-cum-Entry Slip. The slip will be required to be shown at the entrance of the Multipurpose Hall and surrender the same to the Official on duty in token of the candidate having received the Degree Certificate.
URGENT OUT TODAY/
No. Exam-IV/2017/Convocation
Delhi, the 08th November, 2017

Sub: 94th Annual Convocation 2016—Reg. Medal/Prizes

Dear Sir/Madam,

The 94th Annual Convocation -2016 of the University is scheduled to be held on Saturday, the 18th November, 2017 at 10.00 A.M. in the University Indoor Stadium, Multipurpose Hall, University of Delhi, Delhi - 110007. We are privileged to inform you that you will be awarded University Medal/Prize Certificate on this occasion. Please find enclosed herewith Instructions to the candidates and Admission/Identity-cum-Receipt slip with this letter.

The awardees are advised to return the Identity-cum-Receipt slip and Acceptance slip duly filled in and singed by the Principal/Head of the Department concerned and submit to the Section Officer, Examination Branch – IV, New Examination Block, Window No – 4, University of Delhi, Delhi –110007 at the earliest (on or before 4.00 P.M., 14th November, 2017) in order to make proper seating arrangements.

The Presentation of Medals/Prizes will take place at 10.00 A.M. on Saturday, the 18th November, 2017. You are therefore, requested to report latest by 09.00 A.M. for the purpose. Entry is from Gate No. 2 and 2C only.

Your participation in Rehearsal on Friday, 16th November,2017 at 10.00 A.M. is compulsory at Indoor Stadium, Multipurpose Hall, Delhi University Sports Stadium Complex (North Campus), Delhi – 110007.

Yours Sincerely,

[Signature]
Dean (Examination)

Encl.: As above
UNIVERSITY OF DELHI

IDENTITY-CUM-RECEIPT SLIP FOR MEDALS AND PRIZES-2016

Certified that the bearer of this slip (whose specimen signature are given below) is:

Name______________________________

Course__________________________ Year-2016 Roll No.__________

Was a student of this College and has been awarded________________________

______________________________________________________________________

Medal/Prize for the year, 2016.

He/She may please be admitted to the Annual Convocation and presented the Medal/Prize and the Certificate thereof, at the Annual Convocation.

______________________________
(Specimen Signature of the Candidate)

______________________________
Signature of the Principal/
Head of the Department with Rubber Seal

RECEIPT

RECEIVED MY MEDAL, PRIZE AND CERTIFICATE AS DETAILED ABOVE

Signature of the Candidate

Note:- Parking Venue: Gate no. 2-C Near PG Women’s Hostel
UNIVERSITY OF DELHI

EXAMINATION BRANCH-IV

The Dean (Examinations)
University of Delhi
Delhi-110007

Sir,

I have been awarded ________________________________ Medal/Prize for having secured highest marks in ________________________________ Examination, 2016. I hereby confirm that I am willing to receive the award in person at the Annual Convocation i.e. ________________________________.

OR

I will not be available at the Convocation day; therefore, I will collect my award after the Convocation.

** Strike off which is not applicable.

Yours faithfully,

(SIGNATURE)

NAME

COLLEGE

EXAMINATION PASSED

UNIVERSITY ROLL NO.

RESIDENTIAL ADDRESS

TELEPHONE

E.Mail