



Shobhit University

(Shobhit Institute of Engineering & Technology)

EDUCATION EMPOWERS

Established u/s 3 of UGC Act, 1956

University Campus:
NH 58, Modipuram,
Meerut- 250 110, INDIA
T.: 0121-2575091/92; F.: 0121-2575724
Email: mail@shobhituniversity.ac.in
U.: www.shobhituniversity.ac.in

To,

The Registrar
Shobhit University
NH 58, Modipuram,
Meerut- 250 110, India

Dated:

Subject: Application for Convocation-2014

Dear Sir,

Reference is made to notification No. SU/RO/ACS/6/2014 dated 14th October, 2014 regarding Convocation. My particulars are as under:

Name (In English- Capital Letters):S/O, D/O.....
and date of Birth..... (Write correct spelling of the name as per your 10th class certificate which will be reflected in your Degree Certificate)

CONSENT

I hereby request you to provide the degree in person for which I am sending the Bank DD of Rs.500/- DD No..... dated..... in favour of Registrar, Shobhit University, payable at Meerut towards the Convocation fee and I will /will not attend the convocation in person.

or

Please dispatch my degree certificate on the following address. I am sending the Bank DD of Rs. 600/-, DD No.....dated.....:

(Candidates to fill the below columns in Capital Letters)

House No. Street Name
AreaCity
Pin Code. State / Country
Res. Tel. No.Mobile No.
Email ID (1) (2).....

Please tick (√) the appropriate box

Rs. 500/- fee. []

Rs. 600/- (In Absentia, fee + Postage charge) []

I have carefully read and noted the instructions to candidates before filling this form. I declare that the information given above is true and correct to the best of my knowledge and belief. I undertake that I shall be responsible for any omission / errors and wrong / incomplete entries in this form.

Thanking you,

Yours Sincerely,

Signature:

Name:.....

Date:

Roll No.....

Enrolment No.

Registration No. (If any).....

Course/Degree

Instructions:

- 1) The prescribed fee may be deposited in cash at the University cash counter or Corporate Office, University Tower, Pocket-B, Mayur Vihar Phase-II, New Delhi-91 with intimation to the undersigned or by Demand Draft to be issued in favour of Shobhit University, payable at Meerut. Cash receipt / Demand Draft may be sent along with the application form to “Registrar, Shobhit University, NH-58, Modipuram, Meerut-250110, INDIA” by post or email registrar@shobhituniversity.ac.in along with the scanned copy of the same.
- 2) Cheque/M.O. will not be accepted.
- 3) Please note that name given under (A) above will be **PRINTED** on your degree certificate and should not be at variance with the name as shown in class 10th certificate.
- 4) Incomplete forms or those not accompanying Xerox copy of Consolidated Statement of Marks will be rejected and no correspondence in this regard shall be entertained.
- 5) Counter slip of DD application itself shall be a receipt for payment of fee. It should be preserved carefully till the receipt of Degree Certificates.
- 6) Complaints regarding non-receipt of degree, issue or receipt of wrong degree (viz. name, school/centre, class, subject, year of passing etc.) will be entertained within a period of one month only from the date of receipt of application.

NOTE- No need to send a fresh application who have already submitted their application with stipulated fee for 6th Convocation prior to issue of this Notification.

**Sd/-
(Registrar)**