



Ramakrishna Mission Vivekananda Educational and Research Institute

(Deemed-to-be University as declared by Government of India under Section 3 of UGC Act, 1956)

(Accredited by NAAC – awarded A++ grade)

Main Campus located at Belur Math, Howrah, West Bengal 711202, India

Form No. RKMVERI/Convocation/2021/____

Application for Award of the Degree/Diploma certificate in the Convocation

Annual Convocation on 11 September 2021

1. Name of the Candidate:

2. ID No.:

2a. Gender (Male / Female):

3. Programme:

4. Period of Study:

5. Department and Campus:

6. Name of the Degree/Diploma applied for:

7. Date of Birth:

8. Mother's Name:

9. Father's Name:

10. Permanent (Home-) Address:

11. Address for Correspondence:

12. If certificate (hard-copy) is to be sent by the post, please mention the address to which it is to be sent:

13. Land Phone/Mobile No.:

14. Email Id:

15. Appeared the final semester examination on (month and year):

16. Whether completed all the academic requirements to get the degree/diploma: Yes / No.

17. Whether appeared in any Supplementary examination during the period of study: Yes / No.

Affix a recent
passport size
photograph of the
candidate

Declaration by the Candidate:

The aforesaid statements made by me are correct and document(s) furnished along with this form are genuine. I have cleared all my dues to the University and completed all the academic requirements to get the degree/diploma mentioned above.

Date:

Full Signature of the candidate

For office use only:

Date and year of Convocation: 11 Sept 2021 3 pm Mode: Blended (Mostly Online and offline at Belur)

The above mentioned candidate may be/ may not be conferred the said degree/diploma certificate in person/ absentia. (strike off whichever is not applicable)

Countersigned by the Administrative Head/ Dean/ Course Coordinator/ Head of the Department/ Registrar's office

Verified by the Office of the Controller of Examinations

Instructions to the candidate:

1. The filled up form to be submitted online **by email** to both exam-office@gm.rkmvu.ac.in and vivek.rkmveri@gmail.com
2. The subject of the email should be -- '**Application for Award of the Degree/Diploma certificate in the Convocation-2021**'
3. Convocation Fees to be paid: a) Rs.500/- b) Postal Charges Rs.100/- (if applicable)
4. Last date of submission of this form: 9 September 2021 (without late fine), after 9 September 2021 late fine to be Rs.200/-
5. Fees to be paid online
6. Please see the 'Instructions to the candidates for the convocation' on our Website.
7. Due to Covid lock-down restrictions, the eligible Ph.D. Scholars, M.Phil. Scholars, and Gold Medalist (Bachelors' and Masters' degrees) are only allowed to receive degrees in-person at Belur and the rest of the candidates will receive the degree/diploma online.

Documents to be enclosed with this application form:

1. No Dues certificate from the Accounts section, Library, Department, Hostel (if applicable) etc.
2. Proof of payment of the convocation fee & other fees (receipt downloaded from ISR student portal).