



RAFFLES UNIVERSITY
Japanese Zone, NH-48, Neemrana-301705

Use Colour
Photo only

APPLICATION FOR DEGREE/ 5ST CONVOCATION, 2023

- Read the instructions carefully before filling out the application
- All Awards under this category will be granted in the Fifth Convocation 2023.

The Registrar/ Controller of Examinations
Raffles University, Neemrana-301705

Respected Sir,

I have completed my Programme as per the following details and I intend to apply for the award of final Degree/Diploma to be awarded in the 5th Convocation, 2023.

PERSONAL DETAILS (Capital Letters Only)

1. Student Name (English).....
(As per 10th Certificate).
2. Student Name (In Hindi).....
3. Father's Name (English).....
(As per 10th Certificate).
4. Father's Name (In Hindi).....
5. Date of Birth:.....
6. Gender: Male.....Female.....
7. Email (in Capital Letters)
8. Contact Number: 1.....2.....
9. Permanent address/Corresponding Address (**Degree will be mailed to this address as per Norms**)
.....
.....
.....
Pin.....Dist.....State.....

PROGRAMME DETAILS

- 1. Enrollment Number:.....
- 2. Roll Number (Last Semester):.....
- 3. Programme Name:.....
- 4. Year of Admission:.....
- 5. Year of Passing: MonthYear.....
(As per Last semester Mark sheet)
- 6. Name of School:.....
- 7. Obtained CGPA:.....

Payment Details

- 1. Amount:.....
- 2. Date:.....
- 3. DD No/CHEQUE/NEFT /IMPS /UTR No/:.....

(Kindly attach the Payment Receipt with this form, if payment is made online)

I am enclosing self-attested copies of my testimonials from class 10th onwards till the latest. I hereby declare that the aforementioned information including the enclosed documents are true to the best of my knowledge and belief and I am not hiding any information. I have read and understood the rules, and regulations of the University. I also agree that the University is empowered to cancel my Degree/ Diploma/Charter Certificate etc., if any information furnished by me is found to be incorrect, misleading or counterfeited.

Thanking You,

Yours Obediently

(Signature of the Candidate)

Name:.....

Date:.....



RAFFLES
UNIVERSITY

RAFFLES UNIVERSITY
Japanese Zone, NH-8, Neemrana-301705

**Consent Form For
Attending/Non-Attending the Convocation**

1. Full Name of the Candidate (in English): _____
2. Father's Name (In English): _____
3. Programme of study:- _____
4. Enrolment No.: _____ Passing Year: _____
5. Postal Address: _____

6. Pin Code _____
7. E-mail ID: _____
8. Mobile No.:_ 1 _____ 2 _____
9. Tick one of the following boxes applicable to you:

YES, I shall attend the Convocation and receive the Degree in person.

YES, through an authorized representative.

NO, I am not able to attend the Convocation in person and get the degree in absentia.

Date: _____

Name of the Candidate _____

Venue:

**Raffles Auditorium,
Raffles University,
NH-48, Japanese Zone, Neemrana**

Date & Time: 27th December, 2023 at 12:00 Noon onwards.

Note: - Candidate are required to ensure that they have cleared all the dues towards the University.

For further details, kindly contact:

Dr. Anant Sharma Controller of Examinations	General Query	01494-675503
Mr. Devender Kumar Chief Finance Officer	Regarding Fee and Dues	01494-675504
Mr. Kishore Luhana Deputy Registrar (Examinations)	Regarding Law, Management, Agriculture & Humanities Course.	01494-675511
Mr. Niraj Kumar Sharma Senior Office Assistant	Regarding Engineering, Science & Pharmacy Course.	
Mr. Suneel Joshi	For More Query	9928777777

INFORMATION ABOUT 5th CONVOCATION, 2023

1. The Raffles University convocation is a special gathering to honor the achievements of their students and acknowledge their success through formal certification.
2. The University's 5th convocation will be held on 27th December 2023 at the **University Auditorium from 12:00 Noon onwards.**
3. The exact date, time, and venue of the Convocation will be communicated by email to registered students of Raffles University only.

ELIGIBILITY TO PARTICIPATE AS A STUDENT:

- The Bonafide students of Raffles University who have completed the Doctoral/ Post-Graduation / Graduation / Diploma Examination and have **NO FEE DUES** with the University are eligible to participate in the 5th Convocation, 2023.
- On the convocation day, students are expected to follow the Dress Code specified by the University as per the Convocation Ordinance of Raffles University, Neemrana.
- Strict adherence to the code of conduct is expected during the Convocation.
- The student shall be responsible for rectifying any objection raised by the office of Controller of Examinations about the documents within the stipulated period before the certificate date of Conduct of Convocation.

INSTRUCTIONS & PROCEDURE

Each applicant has to download the application from (PDF Format) from the University website (<http://www.rafflesuniversity.edu.in/convocation>). Please read the application instructions carefully before filling up the form. Please print a copy of the application and send it to the University. You can also save a copy of the application form for future reference.

The following documents need to be sent with the signed printed copy of the submitted application form:

1. Self-attested copy of **10th & 12th Mark sheet/ Certificate**
2. Self-attested copy of **all mark sheets** of your **Degree /Diploma** received by the University. (All semesters/years).
3. Two recent (not older than 6 months) Passport Size **Colour Photographs**.
4. Self-attested copy of the **Aadhar Card**, it should be clear and readable.
5. **Migration, Gap Certificate or any other documents** which is mandatory to complete the basic requirement to register a candidate as student at the time of Admission. **(IF NOT SUBMITTED AT THE TIME OF ADMISSION/ ENROLLMENT)**.
6. **Soft copy of Your Photo in JPEG** (Kindly use **good quality of Photo** because this **will be used on the Degree for printing purpose**) and all other documents along with Degree Convocation form and **payment receipt** must be mailed on the email id :- coe@rafflesuniversity.edu.in **as soon as possible.**
7. Last Date of submission of the Degree/ Convocation Application form is **16th December 2023 (Saturday)**.
8. An applicant has to pay a fee of **Rs. 2500/- (Rupees Two Thousand Five Hundred Only)** for the Degree Certificate through **DD /online payment** in any HDFC Branch and **Rs. 200/- (Rs Two Hundred Only)** additional if you want to receive your Degree Certificate

at your residential Address. Kindly attach the fee deposit receipt with the application form.

9. **Your Degree Passing Certificate will be sent to your mentioned Address in the Convocation form after one month from the date of Convocation if the student fail to attend in the Convocation.**

SUBMISSION OF APPLICATION FORM:

1. All the students must have to fill out the Application form to get the Degree / Diploma Certificate and send it to the University at the given address.
2. Complete the application form as per norms and rules with the required attachments) can be submitted via India Govt. Speed Post /Courier addressed to the **Controller of Examinations, Raffles University Examination Cell, Japanese Zone, Delhi-Jaipur Highway (NH-48) Neemrana, Dist. - Alwar, (Rajasthan) -301705.**
3. **Kindly ensure to fill correct residential Address with PIN CODE and Mobile Number in the Convocation form.**
4. Give a correct title on the top of the Envelope to be posted to the University “**APPLICATION FORM FOR 5th CONVOCATION, 2023.**”

DETAILS OF CONVOCATION /DEGREE FEES

Convocation Fees		
1	Diploma/ Graduate Degree	Rs 2500/- (Two Thousand Five Hundred only)
2	Post Graduate Degree /Doctoral Degree	Rs 2500/- (Two Thousand Five Hundred only)
3	Postal Charges	Rs 200/- (Two Hundred only) (if applicable)
4	Correction Charges in Degree	Rs 250/- (Two Hundred Five Hundred only) (if applicable)

BANK DETAILS OF RAFFLES UNIVERSITY, NEEMRANA FOR IMPS /NEFT/ Cash Deposit in any Branch Of HDFC Bank.

Name of Account Holder: **Raffles University**
Bank Name- **YES BANK, NEEMRANA**
Account Number: **013194600000300**
IFSC code: **YESB0000131**
Branch Address: **GROUND FLOOR, 166 / 177 RIICO INDUSTRIAL AREA, SHOPPING COMPL OPP LIBERTY CERAMICS, ALWAR, RAJASTHAN-301701**

Payment through DD/ CHEQUE.

If you choose payment through **DD or CHEQUE**, kindly issue it in the Name of “**Raffles University**” and payable at **Neemrana** only.

Please send bank transaction report with UTR number on following emails devender.yadav@rafflesuniversity.edu.in OR coe@rafflesuniversity.edu.in

Controller of Examinations