

Diamond Harbour Women's University
Sarisha, Diamond Harbour Road, South 24 Parganas, Pin: 743368
Ph. No.: 03174-245801

(For PG Degree-Awardees)
2ND ANNUAL CONVOCATION, 2019

The Second Convocation of the Diamond Harbour Women's University will be held at 10.30 a.m. in the University campus on Thursday, the 14th March, 2019.

1. The recipient of the MA / MSc degree as mentioned above shall have to occupy her seat in the Convocation Arena on **14th March 2019** within 10.00 a.m. failing which she will not be allowed to attend the Convocation.
2. She will not be allowed to receive her Degree at the Convocation if she fails to observe any of the Convocation rules/formalities.
3. The Degree Certificate will be sent to the recipients after six weeks from the date of Convocation by Registered Post at her residential address (inside India only) as recorded in the prescribed form, if she fails to attend the convocation in person.
4. **CONVOCATION DRESS:**
Students: Plain white Cotton Sari with 2" border (Green coloured) / White Salwar Kameez with green dupatta.
5. Only the recipient and card holders are allowed to enter in the Convocation Arena to receive the Degree Scroll. The degree awardees are allowed to bring with them only one (01) guardian/parent/visitor per student.
6. No recipient would be allowed to occupy her seat unless she intimates the University beforehand by filling in the requisite Form and deposition of fees for attending the Convocation.
7. Form fill-in and deposition of fees for attending the Convocation will be done through online system.
8. Only those who will properly fill in the forms and deposit the due fees are eligible to attend the Convocation.

General Instruction for Students

- Application form and submission of fees shall be done through online from the website of the University (www.dhwu.ac.in). **The date of submission of application and deposition of fees is from 25-02-2019 to 10-03-2019.**
- If any student is unable to fill in the form and deposit the money through online, she can contact the office of the Controller of Examinations for submission of form and deposition of money by hand.
- **Collection of University “UTTARIYAS”**
University “UTTARIYAS” is to be collected from the Academic Building / venue of Annual Convocation on the day of the Convocation (14th March, 2019) as per the schedule on submission of the Convocation Card / Pass received after submission of application.
- Delivery of degree scrolls on the date of Convocation will strictly to be made in the event of submission of application within the stipulated date (10.03.2019) ONLY as per their rank/position. Subject wise rank/position will be uploaded in the University website in due course of time. **All the students are directed to see the website of the University on regular basis for updated information.**
- **Recipients of Medals**
List of Medal Awardees will be made available at the University website on or after 10.03.2019. However, the awardees should have to apply (on or before 10.03.2019) for attending the Convocation.
- **Students have to return University “UTTARIYAS” after attending convocation at the same “UTTARIYAS” receiving counter at Academic Building on the same date after completion of convocation.**
- All the students have to pay Rs. 500/- (Rs. 300/- for attending the Convocation and Rs. 200/- for “UTTARIYAS” which is refundable).
- All the recipient of degrees is directed to follow the University website.
- If any student can't fill in the form and deposit the money they may contact with Abhijit Banerjee (9475201122) or Kumaraditya Sarkar (7797194771) or Indrajit Paul (7003570855).

Sd/-
Registrar