

مولانا آزاد نیشنل اردو یونیورسٹی  
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MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032

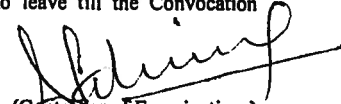
(Accredited 'A' Grade by NAAC)



**EXAMINATION BRANCH**

**Instructions to the Participants of 6<sup>th</sup> Convocation of MANUU**

1. Hon'ble President of India shall grace 6<sup>th</sup> Convocation of MANUU on 26<sup>th</sup> December 2016.
2. All Degree Recipients and Regular Employees of MANUU are required to register online at MANUU website for receiving Convocation Invitation Card cum Security Pass for entry to Convocation Pandal.  
All the degree recipients must have applied for degree as per notification and prescribed form of exam branch and then register online.
3. Only Regular Mode Degree Recipients (UG/PG/MPhil/PhD) and Distance Mode Gold Medalists will be considered *in person* and allowed entry to Convocation Pandal.  
Rest other will be considered *in absentia* and their degrees will be sent by post to their address.
4. All Degree Recipients and Gold Medalists will follow the instructions given at the Online Registration Window at MANUU website and register online between 1-15 Dec.2016.
  - No registration will be considered after 15<sup>th</sup> December 2016.
  - Registered and verified candidates will receive Pre-Convocation Passes at their registered email id on 18<sup>th</sup> December 2016.
  - Participants are required to report to their respective Department of Studies /DDE between 20 Dec'16 to 25 Dec'16 (up to 12.00 noon) to collect the Convocation Invitation Card cum Security Pass. CTEs students to approach the Department of Education and Training, MANUU, Hyderabad.  
Participants should come with required documents mentioned in email/registration window for receiving Convocation Invitation Card.
  - The PhD degree and Gold Medal recipients are further required to report to the exam branch on 25<sup>th</sup> December 2016 between 10.30 am -12.30 pm and participate in Convocation rehearsal on 25<sup>th</sup> December 2016. Hereafter they will be provided the Security Pass cum Seat No. for the designated enclosure for Photo Session with the Hon'ble President of India. The participants failing to attend rehearsal on 25<sup>th</sup> December shall not be considered for photo session.
  - All Participants are required to collect the Convocation Robes on rent on 26<sup>th</sup> December 2016 between 8.00 am to 10.00am at the University Counter at CULLC.  
Rental Rates for Robes: PhD& Gold Medalist Robes @ Rs. 700 [500 Deposit + 200 Rental charges] & Other Degree Recipients @ Rs. 650 [500 Deposit + 150 Rental charges]. Participants must come with exact amount of Rs. 700 /Rs.650, as applicable.  
Participants to return the Robes after the convocation by 5pm same day and get back the deposit amount of Rs. 500/-.
  - Participants without Convocation Invitation Card and Convocation Robes shall not be allowed entry to Convocation Pandal.
5. PhD degrees and Gold Medals shall be given in the Convocation Pandal by the Chancellor. Rest of other degrees will be given by the respective Deans of the Schools on 26<sup>th</sup> December 2016 at 4pm. Prior to this, Exam Branch will send the degrees to the Office of the Deans.
6. All concerned Heads of the Departments are required to keep the list of pass out students of Batch 2012-13; 2013-14; 2014-15 & 2015-16 ready and send a consolidated list (hard and soft copies) to Exam Branch by 15<sup>th</sup> December 2016.
  - Depending upon the registration, PRO shall send the number of Convocation Invitation Card cum Security Pass to HODs/DDE which they will distribute to students between 20 Dec'16 to 25 Dec'16 (up to 12.00 noon).
  - HoDs are requested to verify the credentials, collect a copy of pre-convocation pass from the approaching student and issue the Convocation Invitation Card cum Security Pass.  
They must put the Card No. mentioned in the Invitation Card on the pre-convocation pass collected from the student. This will ensure the exact identity of the person whom Convocation Invitation Card is issued.
7. General Instructions:
  - Only the concerned person with pass and valid ID will be allowed. No other person including parents/children/family members will be allowed.
  - Security Pass is non transferable.
  - Once entry into Convocation Pandal, nobody will be allowed to leave till the Convocation Procession retires.
  - Mobiles/camera or like electronic gadgets devices are prohibited.

  
(Controller of Examinations)  
7-X11-2016

Copy to:

1. VC Peshi/Registrar/Nodal Officer, VI Convocation
2. All Deans of Schools of Studies (Para 5) /Heads of the Departments of Studies (Para 6)
3. DSW/Proctor/PRO