



# Veer Chandra Singh Garhwali Uttarakhand University of Horticulture & Forestry

**Dr. S.P. Sati**  
Registrar

Bharsar-246123, Pauri Garhwal (Uttarakhand)  
Mob.: 8476004108, 9412949550, 7060253870; Phone: 01376-252644 Fax: 01376-252128  
Email: registraruuhf@gmail.com; Website: www.uuhf.ac.in

No. UUHF/Reg./448/224/2019

Date: 06-05-2019

## All Degree Recipients

### Subject : 1<sup>st</sup> Convocation 24 June, 2019.

I am happy to inform you that 1<sup>st</sup> convocation of the University is scheduled to be held on June 24, 2019. I take this opportunity to invite you to the University on this prestigious occasion.

All students intending to attend the convocation will get their degree in person or else in absentia. A detailed instructions sheet is enclosed for your information. Please go through these instructions and communicate your willingness to attend the convocation in the prescribed annexure latest by 15 May, 2019. No response from you will be deemed as your inability to attend the convocation. A letter is being sent to you separately by post, mentioning the formalities to be done at your end for attending the convocation and receive your degree.

You are requested to inform this office by e-mail: [convocationuuhf@gmail.com](mailto:convocationuuhf@gmail.com), as soon as possible confirming your participation in the convocation. You are also requested to go through the instructions attached herewith to make necessary preparations at your end.

(S. P. Sati)  
Registrar

#### Attachments :

1. Instructions for candidates.
2. Annexure I & II.

The Registrar  
VCSG Uttarakhand University of Horticulture and Forestry  
Bharsar, Pauri Garhwal – 246 123

**Subject : 1<sup>st</sup> Convocation June, 24, 2019.**

Ref: Your letter No. ....

Sir,

This is to inform you that the I intend to take my degree of .....  
(Name of degree) in person at the **1<sup>st</sup> Convocation** to be held on June 24, 2019 and request  
that I may be admitted to the same. Necessary particulars are given below :-

Full Name (in capital letters) as per qualifying examination marksheet/certificate.

Hindi .....

English .....

Your's Faithfully

(Signature)

Id. No. ....

College .....

Batch .....

e-mail .....

Phone No. ....

Dated : .....

**The Registrar**  
**VCSG Uttarakhand University of Horticulture and Forestry**  
**Bharsar, Pauri Garhwal – 246 123**

Sir,

This is to request you to please supply my degree as follows :

1. Name of the degree .....
2. Full name (in capital letters) as per qualifying examination marksheet/certificate.  
Hindi .....
- English .....
3. Present Mailing Address : .....
- .....
- .....

Cash receipt/Bank Draft for Rs. 150.00 (Rupees One Hundred Fifty only) as fee for degree in absentia drawn in favour of the Comptroller, VCSGUUHF, Bharsar payable at Bharsar, Pauri Garhwal with the following particulars is enclosed.

Bank Draft No ..... Date .....

Cash Receipt No. ....Date ... ..... Amount Rs. ....

Your's Faithfully

(Signature)

Dated .....

Id. No. ....

**IDENTIFICATION CERTIFICATE**

Certified that Sri/Km/ ..... Id No. .... who is applying for degree in absentia is known to me and has signed in my presence.

**GAZETTED OFFICER**

MP/MLA/MLC/Principal of the Degree College  
Or University Teacher or Officer with seal

**OFFICE OF THE REGISTRAR**

The student has also submitted his/her withdrawal form and no dues are outstanding against his/her name. He/She has also submitted all the documents.

Dealing Assttt.

Degree sent vide letter No. .... Dated. ....



**Dr. S.P. Sati**  
**Registrar**

# **Veer Chandra Singh Garhwali** **Uttarakhand University of Horticulture & Forestry**

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**Email:** registraruuhf@gmail.com; **Website:** www.uuhf.ac.in

## **INSTRUCTIONS FOR CANDIDATES**

1. The **1<sup>st</sup> Convocation** of the University will be held on **June 24<sup>th</sup> 2019** for conferring degree on the candidates who have successfully completed their degree requirement.
2. The following degrees will be awarded at this Convocation:
  - a. **M. Sc. Horticulture (Fruit Science)**
  - b. **M. Sc. Horticulture (Vegetable Science)**
  - c. **M. Sc. Horticulture (Floriculture & Landscape Architecture)**
  - d. **M. Sc. Horticulture (Plantation Crops, Spices, Medicinal & Aromatic Plants)**
  - e. **M. Sc. Agriculture (Entomology)**
  - f. **M. Sc. Agriculture (Plant Pathology)**
  - g. **M. Sc. (Food Technology)**
  - h. **M. Sc. Agriculture (Seed Science & Technology)**
  - i. **M. Sc. Forestry (Silviculture)**
  - j. **M. Sc. Forestry (Tree Improvement)**
  - k. **M. Sc. Forestry (Forest Products)**
  - l. **M. Sc. Forestry (Agroforestry)**
  - m. **B. Sc. Hons. (Forestry)**
  - n. **B.Sc. Hons. (Horticulture)**
3. Candidates eligible for the award of degrees are required to send intimation in the prescribed form under registered cover/through e-mail to the Registrar by [convocationuuhf@gmail.com](mailto:convocationuuhf@gmail.com) as to whether they intend to attend the Convocation or wish to take their degree in absentia. Whichever of the two annexures attached here to is relevant may be used for the purpose.
4. Candidates willing to take the degree in absentia are required to remit a sum of Rs. 150/- in the form of **Bank Draft (SBI/U.Co./PNB)**/or Cash receipt in favour of Comptroller, UUHf, **Bharsar**. The details of the remittance may be mentioned in the form at the appropriate place.
5. A rehearsal for the Convocation will be organized at **College of Forestry, Ranichauri, Tehri Garhwal** a day prior to the Convocation i.e. 23.06.2019. It is obligatory for each candidate intending to attend the Convocation to be present at the rehearsal at the appropriate time. Candidates who are not present at the rehearsal will not be allowed to attend the Convocation.
6. Candidates must be in their seats at least 30 minutes before the time scheduled for the Convocation where there will be a roll call. No candidate will be admitted after the roll is called.
7. Each candidate attending the Convocation will be given an Admission Card giving the number of the seat in the **Kisan Sabhagar** and that Card would be delivered to him/her at the time of rehearsal.
8. Candidate are advised to go through the University website for latest updates and other information regarding dress code from time to time.
9. Candidate who has not submitted up to date 'No Dues Certificate' from the Comptroller will not be allowed to attend the rehearsal and the Convocation. All candidates, against whom any University dues are outstanding, are, therefore, advised to clear their dues well in time to avoid unnecessary inconvenience to all concerned and dislocation of arrangement.

**REGISTRAR**