BHARATHIYAR UNIVERSITY
COIMBATORE - 641 046

Sl. No. G 146873

APPLICATION FOR DEGREE CERTIFICATE

READ INSTRUCTIONS CAREFULLY BEFORE FILLING THE APPLICATION

1. Name of the College where studied : .....
2. Register Number (Last Appearance) : [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
3. Mode of receiving Degree : THROUGH - INSTITUTION / POST / IN PERSON
4. Name of the Candidate as in University records (BLOCK LETTERS) : In English .....
   : In Tamil .....
5. Father's Name : In English .....
   : In Tamil .....
6. Sex : [Male][Female]
7. Date of Birth [ ][ ][ ][ ][ ][ ][ ][ ] D M Y
8. (a) Degree / Diploma for which application is made : ..... (b) Branch - Main .....
   (c) Month and year of joining the Degree Course : .....
   (d) Month and year of final examination passed to qualify for the Degree / Diploma : .....

PARTS	SUBJECTS	CLASS OBTAINED
* I	Language :	.....
* II	Language :	.....
III	Major :	.....

* To be filled-in if applicable

9. Address for communication / (In Capital Letters) (Do not write College address)

.....
.....
.....
.....
.....PIN : .....
Contact Phone No. / Mobile No.

10. Details of fee remitted : Rs ..... Challan / D. D. No ..... Date : .....

    Bank & Branch : .....

11. Signature of the Candidate : ..... Date : .....

12. Signature of the Principal : .....
    (Applicable to candidates who opt to receive the Degree through the Institution)

Date : College Seal :

(P .T. O)

INSTRUCTIONS FOR FILLING THE CONVOCATION

1. College of Study : Candidate shall write the name of the College of study. School of Distance Education candidate shall write **"SCHOOL OF DISTANCE EDUCATION".**

2. Mode of receiving the Degree -

IN PERSON	INSTITUTION / BY POST
D. Litt. / D.Sc. / Ph.D. / & Rank holders only	ALL OTHER CANDIDATES

3. Degree certificates in respect of candidates who opt to receive through Institution will be sent to their college, provided, the Signature of the Principal had been obtained in column 12, failing which the application will be treated as 'Postal mode'. The Degree Certificate will be sent by post directly from the University to the address furnished by the candidate.

4. **UG Candidates:** All UG candidates should enclose xerox copies of their HSC Mark Sheet and UG Provisional Certificate for name and result verification.

5. **PG Candidates:** Applicants for the PG Degree should enclose Xerox copies of their HSC Mark sheet, Previous Degree Certificate and PG Provisional Certificate. Otherwise the application will be rejected.

6. **M.Phil / Ph.D:** Applicants for M.Phil. / Ph.D. Degree shall enclose Xerox Copies of their HSC Mark sheet, Previous Degree Certificates, and Provisional Certificate of M.Phil. In case of Ph.D. the Xerox Copy of the Provisional Certificate and Official Communication regarding the award of Ph.D. Degree along with Two Passport Size Photos.

7. **Mode of Payment:** Remittance of the fee shall be done either through Challan or by **Demand Draft in favour of "THE REGISTRAR", BHARATHIAR UNIVERSITY" payable at COIMBATORE.** Demand Draft/Challan should be drawn within 10 days prior to the date of application. Challan remittance facility is available at certain branches of Bank of India. While remitting by Challan, the **White Challan** specified for "GENERAL FUND" account of Bharathiar University should be used and the purpose be entered "Convocation Fee and cost of application form". NAME AND REGISTER NUMBER of the candidate should be written on the BACKSIDE LEFT HAND TOP of the Demand Draft without fail.

8. All filled in applications along with necessary fee and enclosures shall be sent only to **"THE CONTROLLER OF EXAMINATIONS, BHARATHIAR UNIVERSITY, COIMBATORE - 641 046."**

9. The applications that are received incomplete/defective will be REJECTED and the amount paid thereof will neither be refunded nor adjusted.

10. Duplication of application is not permitted. If a candidate applies twice for the same certificate (Degree) the amount paid will not be refunded.

11. Degree Certificate will not be issued if (a) Any one of the columns in the application is not filled (viz., Name of the college where studied, Reg. No., Name., Address for Communication and necessary enclosures., etc.,) (b) He / She has not qualified for degree (c) He / She has not paid prescribed fee in full.

12. Candidates are advised to keep a Xerox copy of the filled up convocation application form and Demand Draft (or) Challan, for verification, in case any clarification is required in future.

CHECK LIST : Please Check whether Attested xerox copies of the following certificates are enclosed

(a) HSC Mark Sheet. (b) Provisional Certificate of the Degree for which the application is now made (c) Previous Degree Certificates. (See instruction No. 5 & 6) (d) Official Communication regarding award of D. Sc, / D.Litt. / Ph.D. (e) Demand Draft or Bank Challan (Original)

FEE PARTICULARS FOR ISSUE OF DEGREE CERTIFICATE

Cost of Application for all Students: Rs 50/- (※)

S.No	APPLYING TIME SPAN - MONTH & YEAR OF PASSING	FEE DETAILS	
		Affilicated Colleges	Autonomous College
1.	Before the eligible convocation	450/-	600/-
2	After the Convocation but before one year from the month of passing	550/-	700/-
3.	After one year from the month of passing	650/-	800/-
4.	After Two years from the month of passing	750/-	900/-
5.	After Three years from the month of passing	850/-	1000/-
6.	After Four years from the month of passing	950/-	1100/-
7.	After Five years from the month of passing	1050/-	1200/-
8.	After Six years from the month of passing	1150/-	1300/-
9.	After Seven years from the month of passing	1250/-	1400/-
10.	After Eight years from the month of passing	1350/-	1500/-
11.	After Nine years from the month of passing	1450/-	1600/-

- A fee of Rs. 100/- shall be paid by the D.Sc., / D. Litt. / Ph.D. candidates who were not able to attend the Convocation in person for getting the Degree Certificate.

***UNDER TATKAL SCHEME TO GET DEGREE CERTIFICATE**

THE CANDIDATES ARE ELIGIBLE FOR TATKAL SCHEME ONLY AFTER CONVOCATION.

WITHIN A **WEEK -Rs. 1000/-**, WITHIN **TWO WEEKS -Rs. 500/-, (IN ADDITION TO THE NORMAL FEE)**