



# INSTRUCTIONS FOR FILLING THE CONVOCATION APPLICATION FORM

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

<u>IN PERSON</u> D.Litt. / D.Sc. / Ph.D. / & Rank holders only	<u>INSTITUTION / BY POST</u> ALL OTHER CANDIDATES
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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, All Previous Degree Certificates (UG/PG/M.Phil) and Provisional Certificate of M.Phil. In case of Ph.D. the Xerox Copy of the Provisional Certificate and Official Communication (Notification) regarding the award of Ph.D. Degree.

7. **Mode of Payment:** Remittance of the fee shall be done through Online Payment <https://fms.b-u.ac.in/various-fees/> for the purpose of remittance of fees, Candidates are advised to select **Convocation – Degree Certificate**.

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 Online Payment acknowledgement receipt for Verification, in case any clarification is required in future.

**CHECKLIST :** 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 (Notification) regarding award of D. Sc. / D.Litt. / Ph.D** (e) **Online Payment acknowledgement receipt.**

## FEE PARTICULARS FOR ISSUE OF DEGREE CERTIFICATE

S.No	Applying Time Span – Month & Year of Passing	Including application cost	
		Non- Autonomous College (University Dept. / Affiliated Colleges / SDE / CPP / CCII)	Autonomous
1.	Before the eligible convocation	600/-	800/-
2.	After the Convocation but before one year from the month of passing	700/-	900/-
3.	After One year from the month of passing	800/-	1000/-
4.	After Two year from the month of passing	900/-	1100/-
5.	After Three year from the month of passing	1000/-	1200/-
6.	After Four year from the month of passing	1100/-	1300/-
7.	After Five year from the month of passing	1200/-	1400/-
8.	After Six year from the month of passing	1300/-	1500/-
9.	After Seven year from the month of passing	1400/-	1600/-
10.	After Eight year from the month of passing	1500/-	1700/-
11.	After Nine year from the month of passing	1600/-	1800/-
12.	After Ten years from the month of passing	2500/-	3000/-
13.	After Fifteen years from the month of passing	3000/-	3500/-
14.	After Twenty years from the month of passing	6000/-	7000/-

A fee of **Rs.1000/-** shall be paid by the **D.Sc.,D.Lit./Ph.D** candidates who were not able to attend the Convocation in person for getting the Degree Certificate by Post.

**UNDER TATKAL SCHEME TO GET DEGREE CERTIFICATE**

The candidates are eligible for tatkal scheme only after convocation

**WITHIN A MONTH – Rs.1500/- (IN ADDITION TO THE NORMAL FEE)**