

(For Office Use)

Name of Degree :

Subject :

Reg. No. :

Month & Year :

Centre Code :

Name of the College :

Address Slip

Name of Degree :

Register No. :

Name :

Address :

Pincode : Phone :



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
Manonmaniam Sundaranar University
APPLICATION FORM FOR OBTAINING DEGREE CERTIFICATE
(Those who have not applied for convocation)

(To be carefully filled-in by the candidate only)

Name of Bank :
Place of Bank :
D.D. No. :
Amount Rs. :
Date of Payment :

(Demand Draft should be enclosed)

(For OFFICE USE ONLY)

S.No.	Dip.No.		
	Name	Section	Initial
Application Checked by			
DIPLOMA Written by			
Read by			
Examined by			
Defects if any			

Name of the degree for which application is made	Major Subject	Class Obtained in Major	Register Number	Month	Year of Passing	Centre Code No. of Last appearance

1. Name of the Candidate	In English		Sex Male / Female
	In Tamil		

2. Expansion of Initial in Tamil :

3. Name of the father in Tamil :

4. College where studied : Years of Study

5. If studied through Evening College / DD & CE Enrl. No. Years of Study

6. Address to which Communication is to be sent

Phone with code : Pincode :

7. Details of examinations passed :

Course	Subject	Month & Year of Passing	Register Number	Class	Rank, if any
Graduate Level					
Post Graduate Level					
Professional Course					
Others, if any					

If there are two separate Register Numbers for written and practical, both numbers should be clearly mentioned.

8. If the candidate had already been admitted to a convocation for any degree either in person or in absentia.	Degree	Date of Convocation	Name of College studied last / Correspondance Course candidate

9. Whether the application was ever made previously for admission to this degree and if so, state the year. Also state whether the application was rejected. If so, the reasons therefor.

10. Enclosures (Whether the following are enclosed)
1. Demand Draft towards the fee : Yes / No.
 2. Attested Xerox copy of the statement of Marks or Provisional Certificate of this degree : Yes / No.
 3. Attested Xerox copy of the previous degree Diploma : Yes / No.
 4. Self addressed stamped envelope (size : 16x12") of Rs.27/- for registered post / Speed post

Station : _____
 Date : _____ Signature of the Candidate _____

FORWARDED

Office Seal : _____
 Date : _____ Signature of the Principal / Head of the Department of the University / Director, DD & CE _____

- NOTE :**
- (i) THE FOLLOWING CANDIDATES SHOULD ENCLOSE THE ATTESTED COPY OF THEIR PREVIOUS DEGREES M.Phil., M.Sc., M.Com., M.A., M.Ed., B.Ed., M.B.A., M.Li.Sc.,
 Application received without the attested copy of previous degree certificate will be rejected.
 For Example :
 If a candidate applied for the M.A. Degree, he/she should enclose the attested Xerox copy of the B.A. Degree.
 - (ii) In the case of all U.G. Candidates, Xerox copy or the Mark Statement and provisional certificate should be enclosed for which he / she has applied for the Degree certificate.
 - (iii) Candidates should not apply for two different degrees at a time.



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Manonmaniam Sundaranar University

To be retained
by the candidates

INSTRUCTIONS TO CANDIDATES

(Those who have not applied for Regular Convocation)

1. Special Convocation applications filled in all respects, along with payment of fees in the form of Demand draft, attested Xerox copy of the mark statement / Provisional Certificate duly forwarded by the Principal of the College / Head of the Department of the University / Director, Directorate of distance & Continuing Education, as the case may be, should be sent directly to the Controller of Examinations, Manonmaniam Sundaranar University, Tirunelveli - 627 012.
2. Application not received in the form prescribed or defective in particulars will not be accepted and the fee remitted CANNOT BE REFUNDED ADJUSTED UNDER ANY CIRCUMSTANCES.
3. Enquiries from candidates as to the receipt of their application in this office will not receive any attention. Candidates are, therefore, advised as safeguard against miscarriage (or) non-delivery of application to submit the same by registered post with acknowledgement due.
4. For all UG / PG / Professional and other courses except Ph. D., the following are the fees for getting Degree certificates is Rs. 1000
The remittance of fee should be made by way of DEMAND DRAFT drawn in favour of the Registrar, Manonmaniam Sundaranar University, Payable at Tirunelveli, drawn at any scheduled Bank.
5. MONEY ORDERS, CHEQUES AND TREASURY CHALLANS AND POSTAL ORDERS WILL NOT BE ACCEPTED.
6. Degree certificate will be sent to the candidate only by 'REGISTERED POST' / Courier Speed Post and WILL NOT BE GIVEN IN PERSON UNDER ANY CIRCUMSTANCES.
7. Application should be sent along with attested xerox copy of the mark statement of the final examination, Provisional Certificate etc., Candidates applying for all PG / B.Ed / M.Ed., & M.Phil., degree should send attested xerox copy of the previous degree.
8. Application for special convocation are to be sent either by Registered Post / Courier / in Person.
9. The processing of application for special convocation will be taken on the basis of dates of submission and on priority basis depending on the need as decided by the Controller of Examinations.
10. The degrees for special convocation will be issued only after verifying all the previous examination records and continuing them to be in order.