



Size of photo
3.5 x 4.5 cm

PONDICHERRY UNIVERSITY

APPLICATION FOR ADMISSION TO THE ANNUAL CONVOCATION

(TO BE CAREFULLY FILLED IN BY THE CANDIDATE)

1 Mode of Application (✓) : Regular Tatkal

2 Name (in BLOCK Letters) as enrolled in the University Records in ENGLISH : _____

3 Gender : Male Female

4 Degree for which the application is now made : _____

5 Subject / Branch : _____

6 Register Number :

7 Month & Year of Passing : &

8 Class or Grade (as in Provisional Certificate) : _____

9 College / University Department in which Studied : _____

10 Address to which the Degree Certificate should be sent : Name : _____
 Reg. No : _____
 Door No. : _____
 Street : _____
 Location : _____
 City : _____
 State : _____
 Country : _____
 Pin Code :

11 Mobile Number :

12 Email Address : _____

13 Convocation Fee Details : Name of the : _____

Address Slip Address to which the Degree Certificate should be sent Mobile Number	Name	:	
	Reg. No	:	
	Door No.	:	
	Street	:	
	Location	:	
	City	:	
	State	:	
	Country	:	
	PIN	:	
	Mobile	:	

TO BE FILLED BY THE STUDENT

Name of the Student	:	
Register Number	:	
College/ Department of the University	:	
Year of Passing	:	
Class/Internship completion date		

FOR OFFICE USE ONLY

Regular/ Tatkal/ Duplicate	Whether fees paid			Whether Convocation Completed		If yes	
	RS.	Date	Payment Details	YES	NO	Name of the Convocation & Date	Page Number

SECTION VERIFICATION

File No:

Date:

Forwarded to the concerned section for verification and authentication to issue the Degree Certificate under Tatkal mode.

Dealing Asst.(Conv.)

SO(Conv.)

To

The Assistant Registrar (Arts & Science/ Medical/ Engineering), Examination Wing, PU.

Remark/Comments:

Dealing Assistant

Section Officer

Assistant Registrar

INSTRUCTIONS TO CANDIDATES

1.	The Candidates applying for DEGREE CERTIFICATE have to pay the following fee i) For Regular Mode (University Departments): Rs. 1000/- (if payment already not paid, attached the proof if already paid). ii) For Regular Mode (Affiliated College): Rs. 500/- (if payment already not paid, attached the proof if already paid). iii) For Tatkal Mode: Rs. 1000/- . and one of the above based on College/University Departments
2.	i) The Candidates applying for Degree Certificate from University Departments in Tatkal Mode have to pay the Degree Certificate fee of Rs. 1000/- (if payment already not paid, attached the proof if already paid) also in addition to Rs. 1,000/-(Tatkal fee). i) The Candidates applying for Degree Certificate from Affiliated College in Tatkal Mode have to pay the Degree Certificate fee of Rs. 500/- (if payment already not paid, attached the proof if already paid) also in addition to Rs. 1,000/-(Tatkal fee).. ii) The candidate applying for Ph.D degree certificate in tatkal mode have to pay the Tatkal Degree certificate fee of Rs. 1,000/-(Tatkal fee) in addition to Rs. 2,000/- /-(if payment already not paid, attached the proof if already paid)
3.	The following certificates should be enclosed (Attested / Self–Attested).: i) Declaration form (Download Here) ii) Copy of Provisional Certificate iii) Copy of the Higher Secondary Certificate if applying for Under Graduate Degree . iv) Copy of the basic Qualifying Degree (Under Graduate) if applying for Post Graduate Degree . v) Copy of the basic Qualifying Degree (Post Graduate) if applying for Ph.D. Degree .
4.	The prescribed fee may be paid in the form of Demand Draft drawn from any Nationalized Bank, in favour of the “ FINANCE OFFICER, PONDICHERRY UNIVERSITY, PUDUCHERRY-605014 ” payable at “ PUDUCHERRY ” (or) may be paid in the Indian Bank, Pondicherry University Branch. i) Degree Certificate fee in Pink Color Challan A/C. No.: 6659344508 . ii) Tatkal fee of Rs. 1,000/- in Tatkal Challan A/C. No.: 6708027222 .
5.	For any clarifications please contact: The Convocation Section, Examination Wing, Pondicherry University, Puducherry – 605014. Telephone : (0413) – 2654521 Email Address : convocation@pondiuni.ac.in
6.	Size of photo: 3.5 x 4.5 cm. Color photo with white background. Photo should be pasted not stapled. No Signature is required in Photo.