



# POTTI SREERAMULU TELUGU UNIVERSITY

HYDERABAD

## 14<sup>TH</sup> CONVOCATION

### Application for award of Degree/Diploma/Certificate

(To be filled- in and signed by the concerned candidate only)

(Read carefully the instructions enclosed to the application before filling up of the form)

Affix a recent  
Passport Size  
Photograph.

1. Name of the Candidate (in Block Letters) (As entered in the 10 <sup>th</sup> Class or University Certificate) – In English				
- In Telugu				
2. Father's Name (in Block Letters) (As entered in the 10 <sup>th</sup> Class or University Certificate) – In English				
- In Telugu				
3. Address for Communication				
	Mobile No.			
4. Aadhar Card No.				
5. Name of the Degree/Diploma/Certificate in which the Candidate enrolled for Convocation				
6. Name of the Dept./School/ Center	Month & Year of Passing	Hall Ticket No.	Medium	Division

#### 7. Fee particulars

D.D. No.	Date	Name of the Bank/ Branch	Amount

**Date :**

**Signature of the Candidate**

(To be filled-in by the Examinations Branch, P.S. Telugu University, Hyderabad)

The Candidate has fulfilled all the academic requirements for the award of \_\_\_\_\_

\_\_\_\_\_ degree/diploma/certificate in \_\_\_\_\_.

The candidate has secured \_\_\_\_\_ Class.

**Clerk**

**Suptd.**

**A.R.**

**C.O.E.**

Received the Degree/Diploma/Certificate bearing No.

**Signature of the Candidate**

Despatched

Depatching Clerk

Date :

(P.T.O.)

**POTTI SREERAMULU TELUGU UNIVERSITY**  
**14<sup>th</sup> Convocation, November, 2017**

**Instructions to the candidates**

1. The candidates qualified in the examinations conducted during 2012-14, 2013-15, 2014-16 & 2015-17 academic years students for M.A., M.P.A., M.C.J., and 2013-14, 2014-15, 2015-16 & 2016-17 academic years students for B.A., B.F.A., P.G. Diploma, Diploma, Certificate and Kalapavesika are eligible to apply.
2. The M.Phil. and Ph.D. candidates who are qualified for the 14<sup>th</sup> Convocation (from 31.8.2014 to 5.12.2017) are eligible to apply for degrees in this Convocation.
3. Students of Distance Education M.A., M.C.J., (2012-14, 2013-15, 2014-16), B.A., P.G. Diploma, Diploma & Certificate courses who passed after 2014 can apply for this convocation.
4. For each degree, a separate application form shall be submitted along with required fee.
5. Application forms must be filled in all respects and incomplete applications will be rejected without any notice.
6. Particulars of Fee :
  - a) For obtaining Certificates by attending the Convocation **In Person : Rs.400/-, In Absentia : Rs. 500/-**
  - b) **Last date for submission of filled in application is on 05.12.2017.**
  - c) The prescribed fee for **In Person/ In Absentia** has to be paid through Demand Draft only drawn in favour of **Registrar, Potti Sreeramulu Telugu University**, payable at Hyderabad on any nationalised bank.
7. **Enclosures to the application :**
  - a) Demand Draft towards Registration Fee.
  - b) Xerox copies of Marks Memos of the concerned Examination.
  - c) Xerox copies of No Dues certificates for Hostel and Library (For regular students)
  - d) Xerox copy of Notification in case of M.Phil./Ph.D. candidates.
  - e) Xerox Copy of 10<sup>th</sup> Class / SSC certificate & Degree certificate.
  - f) Two latest passport size photographs.
  - g) Xerox copy of Aadhar Card.
8. The filled-in application forms should be sent to the **Controller of Examinations, Potti Sreeramulu Telugu University, Public Gardens, Hyderabad – 500 004**. Applications received after due dates will not be accepted and the University will not be responsible for postal or any other delay. Application forms can also be submitted in person in the Examination Branch of Potti Sreeramulu Telugu University on all working days during office hours.
9. If the candidates who applied for the Convocation could not obtain their degree certificates for any reason, can get their certificates from the Examination Branch, P.S. Telugu University within three months.
10. The candidates who applied for Convocation have to obtain their Entrance Cards from the Examination Branch. The candidates possessing the Entry Cards issued by Examination Branch only admitted into the Convocation Hall.
11. **The candidates participating in the Convocation must wear white dress.**
12. The candidates have to produce Identity Cards at the time of receiving Certificates.