



POTTI SREERAMULU TELUGU UNIVERSITY
HYDERABAD

16TH CONVOCATION :: FEBRUARY, 2024

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 th Class or University Certificate) – In English – తెలుగులో పేరు				
2. Father's Name (in Block Letters) (As entered in the 10th Class or University Certificate) – In English – తెలుగులో పేరు				
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. M.Phil/ Ph.D. Candidates Admission No.				
7. Name of the Dept./School/ Center	Month & Year of Passing	Hall Ticket No.	Medium	Division

8. 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.

Despatched
Depatching Clerk

Signature of the Candidate
Date :
(P.T.O.)

POTTI SREERAMULU TELUGU UNIVERSITY
16th Convocation :: February, 2024

Instructions to the candidates

1. The candidates who are qualified in the examinations conducted during 2020-22, 2021-23, academic years for M.A., M.P.A., M.A.J.&M.C., M.F.A. courses.
2. B.F.A. (2018-2022 & 2019-2023), B.A. Music (AMS) (2018-21&2019-22), Diploma, P.G. Diploma (2019-20, 2020-21, 2021-22), B.L.I.Sc. (2022-23) Certificate (2019-20, 2020-21, 2021-22) courses are eligible to apply.
3. The M.Phil. and Ph.D. candidates eligible to apply for Degree for the 16th convocation qualified from 21.7.2022 to 31.1.2024.
4. Students of Distance Education P.G. Diploma, Diploma & Certificate courses who passed after 2021-22 batch can apply for this convocation.
5. For each degree, a separate application form shall be submitted along with required fee.
6. Application forms must be filled in all respects and incomplete applications will be rejected without any notice.
7. Particulars of Fee :
 - a) For obtaining Certificates by attending the Convocation **In Person : Rs.1000/-, In Absentia : Rs. 1200/-**
 - b) **Last date for submission of filled in application is on 31.01.2024.**
 - 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 from any nationalised bank.
8. **Enclosures with the application :**
 - a) Demand Draft towards Registration Fee.
 - b) Xerox Copy of 10th Class / SSC certificate & Degree certificate.
 - c) Xerox copies of Marks Memos of the concerned Examination.
 - d) Xerox copies of No Dues certificates from Hostel and Library (For regular students)
 - e) Xerox copy of Notification in case of M.Phil./Ph.D. candidates.
 - f) Two latest passport size photographs.
 - g) Xerox copy of Aadhar Card.
9. The filled-in application forms should be sent to the **Controller of Examinations, Potti Sreeramulu Telugu University, Sai Nagar Road, Bachupally, Medchal-Malkajgiri District- 500 118, Telangana State**. Applications received after due date 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 (10.30 am to 5.00 pm).
10. If the candidates who applied in-person for the Convocation and could not obtain their degree certificates for any reason, can get their certificates from the Examination Branch, P.S. Telugu University within three months.
11. 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 allowed into the Convocation Hall.
12. **The candidates participating in the Convocation must wear white dress code.**
13. The candidates have to produce Identity Cards at the time of receiving Certificates.

Note: Those who have already issued Original Degree (Convocation) need not apply again.