

MAHATMA GANDHI UNIVERSITY

Downloaded Form
Fee Rs 25/- extra



Application for theDegree/Diploma Certificate

To be filled by the Candidate
M.G UTY.Cash Counter/SBT:
Amount paid Rs :
Date of Payment :
Pay-in-slip/DD No :

1. Name of the Candidate in full as enrolled in the University records(in block letters)		
2. Date of Birth		Sex:Male/Female
3. Centre of Examination		
4. Address of the candidate with Pin code to which the Degree/Diploma should be sent(in block letters)		
5. Permanent address with Phone No.		

DETAILS OF EXAMINATION PASSED(Candidate need to fill only the columns of the relevant Courses)

Note:Attach self attested copies of marklists(Read the instructions carefully)

B.A/B.Sc/B.Com. Degree

FOR ALL OTHER DEGREES INCLUDING M.A./M.Sc/M.ComDegree(Annual/Sem)

Part	Reg.No	Month & Year	Centre(s)	
Part I English				
Part II Additional Language (.....)				
Part III Optional Subjects Main..... Subsidiaries/ Elective 1) 2).....				
Whether applied for revaluation If so give details(Reg.No,Year, Centre)				
B.Ed./M.Ed. Degree				
Optional Subjects	Reg No	Month & Year	Class	Centre(s)

Name of the Degree/Diploma				
Branch/Optional:				
Year/Sem	Reg.No	Month & Year	Class	Centre

Place:

Date

Candidate's Signature

FOR OFFICE ONLY

ASSISTANT

SECTION OFFICER

ASSISTANT REGISTRAR

INSTRUCTIONS TO THE CANDIDATES

1. For obtaining Degree/Diploma certificate, the candidates have to submit the application in the prescribed form together with the Pay-in-slip/DD for the prescribed fee
2. Candidate may submit their application at any time after the publication of the results of the concerned examination. But the degree/diplomas will be issued only after the first meeting of the Syndicate following the publication of the results of the examination concerned.
3. Applications not in the prescribed form or defective in any respect will be rejected.
4. Candidates are advised to send their applications by registered post (acknowledgement due) to avoid loss in postal transit.
5. The fee prescribed for the various degree/diplomas are given below:

Doctor's Degree (Ph.D)	: Rs.420/-
Master's Degree	: Rs.280/-
Bachelor's Degree	: Rs.210/-
Diploma	: Rs.280/-

Candidates who have not taken their degree/diploma within one year after the examination will have to pay additional fees as noted below:-

1. After one year but before the expiry of 5 years - Rs.25/-
 2. After 5 years - Rs.100/-
 3. After 10 years - Rs.500/-
6. The fees should be paid as Pay-in-Slip at the M.G University cash counter or DD drawn in favour of the Finance officer, M.G.University payable at S.B.T, University Campus Branch only (Code no.669) and forwarded to the Controller of Examinations along with the application for the degree/diploma. Fee once paid will not be refunded.
 7. a) Candidates who have passed the final B.A.M.S/M.B.B.S/B.H.M.S Examination will be issued the degree/diploma certificates only on satisfactory completion of Post Examination Internship/House-Surgeency as required in the ordinance and on production along with the application of the Post Examination internship-House Surgeency certificate from the Principal of the college where they attended the course of study leading to examinations.
b) Candidates who have passed the B.A.L/L.L.B exams should send attested copies of their marklists and provisional certificates.
 8. Candidates are required to send self-attested copies of marklists and SSLC book (page no.1) along with the application.
 9. Candidates should furnish only the relevant details required in respect of the degree for which the application is made.
 10. The degree/diploma certificates will be sent to the candidate by Registered Post.
 11. FAST TRACK: Candidates who are in urgent need of the degree certificate, can obtain the same within 20 working days by paying a special fee of Rs.900/- in addition to the fee for degree certificate, after awarding of the degree by the Syndicate.
 12. If there is any change in revaluation the students have to remit the prescribed fees again for setting revised Degree Certificate.