



MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)
Re-accredited by NAAC with 'A++' Grade in the 4th Cycle
SPECIAL CONVOCATION APPLICATION



C

(Please ✓ whichever is applicable)

REGULAR	<input type="checkbox"/>	DDE (Correspondence Course)	<input type="checkbox"/>
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Fee Remittance Particulars (To be filled by the candidate)	
SBI Reference No.:	
Date	:
Amount Rs.	:

CHECKING FORMAT (for office use only)

MKU Ref. No:	TMR / Academic records verification
Fee Verification Seal with Signature	TMR Page No. :
	Month & Year of Passing :
	Remarks (if any):
	Checked by Supdt. A.R/D.R/S.D.R

Mandatory Field: (To be filled by the candidate)

E-mail id:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Mobile No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Reference No. for your application will be sent to your E-mail. You can track the status of your application form by using this Ref. No. in our university website link '<http://mkuniversity.ac.in/coe/grievance/status/>')

1.	Name of the degree passed:	Branch / Major:				
2.	Name of the Candidate					
	IN ENGLISH (CAPITAL)					
	IN TAMIL					
3.	Father's name (Mention in Tamil)					
4.	Name of the college and year of study:					
	Month	Year	Exam Reg. No.	Degree	Class	Exam. Centre

5.	If studied through DDE Course, mention the Ent. No. (if any) and year of admission			
6.	If studied privately, mention the Exemption order No. & date			
7.	Has the candidate passed any major subject other than the subject now applied, if so furnish the following details			
	Name of the Degree	Name of the University	Reg. No.	Month
8.	State whether Photocopy of the following documents are attached [Please (✓)]			
	a) Consolidated Mark Statement		Yes / No	
	b) Provisional Certificate		Yes / No	
	c) Course Completion Certificate(for DDE Students)		Yes / No	
	d) Previous Degree (except UG Course)		Yes / No	
	e) Online Payment receipt		Yes / No	

Address for communication (in CAPITAL Letter)

Place :

Date:

Signature of the Candidate

Please write the Name and Address (in CAPITAL Letter) in the box given below to which the degree certificate is to be sent. (This will be cut and pasted on the postal envelope which will contain your degree certificate)

✂	
Degree :	Reg. No.
Name :	
Address:	✂ Address:
Pincode :	Pincode :
Mobile No :	Mobile No :

INSTRUCTIONS TO THE CANDIDATE:

Application with the required fee and the enclosures should be sent to the following address:

“The Controller of Examinations, Madurai Kamaraj University, Madurai – 625 021”.

1. Clear Photo copies of the Provisional Certificate, Consolidated Mark Statement and Course Completion Certificate (DDE) SHOULD BE ENCLOSED for which the convocation application is made.
2. The Convocation fee should be paid **ONLY THROUGH SBI“ONLINE PAYMENT”**, in favour of the REGISTRAR, Madurai Kamaraj University, Madurai. The Online payment receipt should be sent along with the application. Application received without the receipt will not be entertained. **(The Demand Draft / Chalan, Money orders, Cheques and Treasury Chalans will NOT BE accepted.)**
3. Candidates who applied for the degrees like M.Phil. / M.A. / M.Sc. / M.Com. / M.Ed. / B.Ed. / M.Li.Sc. / B.Li.Sc. / M.D. / M.S. / M.E. / M.C.A. / M.Sc. / Applied Science / M.B.A. / M.H.M. / M.F.C. / M.L.M. / M.B.M. / B.Litt. / B.L. etc., should enclose the attested Photo copy of their previous BASIC DEGREE certificates (not provisional certificates) such as B.A. / B.Sc. /B.Com./ B.B.A. / M.A. / M.Sc. / M.Com. / B.Ed. / B.Li.Sc. / M.B.B.S. / B.E. / B.Sc. (Applied Science) / B.G.L. The Candidates who have not obtained their basic degrees are not eligible to apply for the above mentioned post Graduate degrees. Applications received without the Photo copy of the previous (basic) degree certificates will summarily be rejected.
4. Candidates who have studied and passed under the “Liberalised Scheme” (Age rule) of the Directorate of Distance Education of Madurai Kamaraj University should enclose the Photo copy of the “Course Completion Certificate”.
5. a) Candidates who have passed an additional branch in B.A./ B.Sc. / M.A./ M.Sc./ M.B.A./ (other than those already passed) need not apply for the convocation. Moreover, they need not use this form. A separate application form may be obtained from the Registrar on requisition by such candidates.
b) Candidates qualified for oriental title / Certificate / Diploma / P.G. Diploma courses may apply for the convocation; Candidates should enclose Photo copies of the mark statement, provisional certificate and UG degree certificate along with the application.
6. Candidates should not apply for two degrees at a time.
7. Enquiries from the candidates as to the receipt of the applications in the office will not receive attention. Candidates are therefore advised to send the applications by Speed post.
8. Application which is not properly filled in and which is received after the due date will not be accepted. Moreover the fees paid will not be refunded.
9. The fees for convocation under the special provision:

For all U.G., P.G., Professional courses, M.Phil., Ph.D and Certificate/Diploma Courses:

Fee Structure	Normal Fee	Search Fee (Additional)	Total Amount
Special Convocation fee	Rs.1800/-	Rs.250/- for each year (from 3 rd year onwards)	Rs.1800 /- +Search Fees
Tatkal Fee	Rs. 3600/-	Rs. 200/- for every year (from the year of passing)	Rs.3600 /- + Search fees

For Example:

Normal : If the Candidate’s year of passing is 2018, he/she has to pay Rs. 1800/- + 250/- (Search Fee) i.e. 2018,2019,2020 – 3 years are exempted. Rs.250/- for the year 2021 is applicable for Search Fee.

Tatkal : If the Candidate’s year of passing is 2018, he/she has to pay Rs. 3600/- + 600/- (Search Fee (Rs. 200/- per year) for the years 2019, 2020 and 2021)

10. Tatkal application will only be received in person (Preferably by the candidate or by a person authorized by the candidate).
11. Degree will be given within 24 hrs in the Tatkal scheme, subject to the condition of the approval by the officials of Convocation Section.
12. If there is any **defect or problem in the records** of the candidate, the **Tatkal Provision will automatically be cancelled without any refund of fee and the same will be considered only as Special Convocation application.**
