

### **Tatkal Scheme – Instruction to the candidates :**

1. Candidates wish to apply for Special Convocation through Tatkal Scheme should use an unique '**Tatkal Application**' available in the Controller of Examinations office.
2. Special Convocation application available in the university website will not be counted for Tatkal Scheme.
3. Tatkal application should only be submitted in person.
4. The Candidate or his/her consanguine / affine with proof and authorisation letter on behalf is eligible to avail the Tatkal Scheme.
5. Candidates should pay the required amount of fee only after getting permission from the authorities.
6. Tatkal fees should only be remitted through Information Desk Counter of this university.
7. No other fees remitted through SBI Collect will not be taken as Tatkal fees.
8. Tatkal application will be issued and received on all working days from 10.30 am to 12.30 pm.
9. Tatkal Scheme degrees will be issued within 24 hours from the time of application.
10. Candidate/Authorised Person should receive the degree in person. At no cost Tatkal degree will be sent by post.
11. 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.**