



No. 244 /Convocation/Exam/2018

Date: 23-07-2018

**CONVOCATION NOTIFICATION**

The 2<sup>nd</sup> Convocation of Palamuru University for conferment of Degrees on the successful candidates of Annual and Supplementary Examinations of all courses conducted during the period March 2014 to May 2018 is scheduled to be held in the month of November, 2018. The date of Convocation will be announced later.

The candidates of all Post Graduate, Under Graduate and Professional courses (Pharmacy & Education) including those from Autonomous Colleges should submit their applications in the prescribed form with two recent passport size colour photographs and prescribed fee of Rs.600/- for admission in to the respective Degrees, to the Principals of the concerned Colleges where they have studied. **The fee amount has to be transferred through RTGS / NEFT for credit into Registrar Palamuru University Exam Fee Fund A/c No. 62078258948 (SBI, Ganesh Nagar Branch, Mahabubnagar IFSC Code "SBIN0016375")**. This is applicable to all candidates including those from Autonomous colleges. The convocation application form can be downloaded from P.U. website [www.palamuruuniversity.ac.in](http://www.palamuruuniversity.ac.in).

The following is the schedule for the payment of fee and submission of application forms:

No.	Particulars	Date
1.	Last date for submission of application form by the students to the Principals of the concerned Colleges with a fee of <b>Rs.600+200*</b>	08-08-2018
2.	Last date for submission of application form by the students to the Principal of the concerned College with a late fee of <b>Rs.200 (Rs.600+200+200*)</b>	13-08-2018
3.	Last date for submission of convocation forms by the Principals of Campus /P.G Centers / Affiliated / Autonomous Colleges to the Controller of Examinations, P.U.	20-08-2018

\* Postal Charges

All the UG / PG Gold Medals will be awarded to the candidates as per the citation at the Convocation. Other candidates who have registered for the convocation will receive their certificates by registered post only.

The candidates who do not register for the convocation and who do not submit the prescribed application form with the prescribed fee will have to take the Degrees in absentia.

The candidates who have already taken their Degree Certificates are not eligible to apply. If they do so, the fee paid will not be refunded.

Application forms from the candidates, who have passed the examinations prior to March, 2014 and after May, 2018 will not be entertained.

Application forms should also be accompanied by the certificate (Xerox copy) of the preceding course completed.

Sd/-

*Controller of Examinations*

Copy to :

All the Principals of University/ PG Centers / Affiliated / Autonomous Colleges of Palamuru University for information.



**EXAMINATION BRANCH**  
**PALAMURU UNIVERSITY, MAHABUBNAGAR-509001(T.S)**

APPLICATION FORM FOR OBTAINING DEGREE CERTIFICATE

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

Name : .....  
 (Block letters as per the previous exam)

Hall ticket No. : .....

Father's Name : .....  
 (Block letters as per the previous exam)

Mother's Name : .....  
 (Block letters as per the previous exam)

Name of the College : .....

Applied for : .....

Exam Passed : (DD/MM/YY)..... Appeared(DD/MM/YY).....

Fee Transfer Details : Date .....Amount ..... Bank .....

Email ID : ..... Phone No. ....

*Signature of the Candidate*

Permanent / Postal Address : .....  
 (Block letters)

.....

.....

..... PIN CODE.....

AFFIX ONE RECENT  
 PASSPORT SIZE  
 PHOTO WITH SELF  
 ATTESTATION

*Signature of the Candidate*

Name of the Course	Name of the college	Year of study	Medium of instructions	Any other particulars

(For UG courses only)

(Subjects)	HT. No.	Month & Year of passing	Division
<b>Part-I</b> English Second Language .....			
<b>Part-II (Optionals)</b>			
1. ....			
2. ....			
3. ....			

(For PG / Professional courses only)

Name of the Exam passed	Subjects	HT. No.	Month & Year of Passing	Division

*Signature of the Principal*

**OFFICE USE**

Inward No. .... Date .....

Name ..... H.T. No. ....

Due date given ..... Certificate No. ....

Certificate Prepared on..... Checked and prepared by .....

Certificate sent by post on .....

*Section in charge*

**INSTRUCTION TO THE CANDIDATE**

1. The Degree in Absentia may be issued to the candidate on submitting this form, duly filled in, certified by the Principal concerned or by a Gazetted officer to the Controller of Examinations, P.U.,

The fee amounts has to be transferred through **RTGS / NEFT for credit into Registrar Palamuru University Exam Fee Fund A/c No. 62078258948 (SBI, Ganesh Nagar Branch, Mahabubnagar IFSC Code "SBIN0016375")**.. The Candidate is instructed to be very careful about the entries to be made in columns. All entries should be in the Candidate's own hand writing and the Candidate will be personally responsible.

2. (2) Passport Size Photos without affixing Signature.
3. The name of the candidate and that of his/her father's and mother's name given herein should correspond to those mentioned in the Inter/PUC/ degree certificate.
4. Attested Copies of memorandum/ consolidated memo of marks and provisional certificate must be attached for reference.
5. The candidate is required to submit Xerox copy of college Identity card/any Photo ID proof and address proof (Xerox copy of Aadhar card/Ration card/Passport/ Voters ID card / Driving License along with application form.
6. The Degree Certificate will be posted to the address mentioned by the candidate Incomplete form will be rejected without any notice.
7. The candidate is expected to give correct and permanent address indicating PIN code, etc to ensure proper delivery of the degree certificate.
8. Incomplete form will be rejected without any notice
9. Fee once paid will not be refunded under any circumstances.
10. If the information furnished is found to be wrong, the candidate will be fined Rs.500/- and necessary criminal action will be initiated according to the rules.
11. Students of University and Constituent Colleges must enclose the Xerox copy of the T.C. or No Dues Certificate with Principal's attestation on the Application Form.

**Note : Candidate has to submit the filled in application form with prescribed fee and the signature of the Principal of the College where he has studied the Final year .**