



# சென்னைப் பல்கலைக்கழகம் UNIVERSITY OF MADRAS

Serial No.

Cost of Application Rs. 25/-

## Application for Admission to the Annual / Supplemental Convocation....

### IN PERSON / IN-ABSENTIA

To be filled in by the Candidate

Name & Place of the Bank :  
(D.D. Should be enclosed)Amount Rs. :  
Demand Draft No. :  
Date :For Office Use only  
(For DD Endorsement)

Note : i. Candidates are directed to go through the instructions carefully before filling the application form. Defective application will be rejected.

ii. Candidate should fill up and submit both application and computer coding sheet on or before.....

iii. Candidates applying for Postgraduate Degree (B.G.L., B.L., B.T., B.Ed., M.Ed., B.P.Ed., M.A., M.Com., M.Phil., M.D., Etc.) should follow the instruction 9 (a).

Candidates qualified from the Institute of Correspondence Education or Passed the Title/Diploma O.T.-D.G.O., etc., and P.G. Diploma should not use this form

Degree for which application is made :

Branch

Register Number  
(Last Appearance)








Month

Year

Name (In Block Letters) of Candidate as enrolled in the University Record

- i. IN ENGLISH  
ii. IN TAMIL

(Women Candidates should add the word "Women" after their Name)

Expansion of Initials

State whether attested copy of the Qualifying Degree Enclosed

YES

NO

Date of Birth

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of the College where Studied

Whether Day College or Evening College / Private Study

Examination Centre Appeared last

Whether Semester or Non Semester

Class / Grade Obtained

Address to which the Degree is to be sent

Permanent Address

If the Candidate had already been admitted to any degree of this University at a Convocation either In-Person or In-absentia should state

Degree

Reg. No.  
Month / Year of  
PassingDate of  
Convocation

College

Station :

Date

Signature of the Candidate

Serial No.

சென்னைப் பல்கலைக்கழகம்  
UNIVERSITY OF MADRAS  
Annual / Supplemental Convocation...

Coding Sheet (Tick the relevant box)  
to be filled in and returned along with the Application

Type	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> IN-ABSENTIA
Nature of Study	<input type="checkbox"/> REGULAR	<input type="checkbox"/> PRIVATE
Name of the College where studied / Exam. Taken	Centre Name	
Name of the Degree Passed	Degree	
Last Appearance	Month	Year
	Register Number	
Name of the Candidate as entered in the University Record	Class obtained	
	In English (Capital)	In Tamil
Expansion of Initials	In English	
	In Tamil	
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Signature of the Candidate		

Serial No.										
Name of the Candidate (In Capital)										
Register Number										
Address to which the Degree is to be sent (In Capital Letters)										
										Pin



# UNIVERSITY OF MADRAS

## ANNUAL / SUPPLEMENTAL CONVOCATION INSTRUCTIONS TO CANDIDATES

1. In-Absentia Degrees will be sent by post directly from the University to the address furnished by Candidate.
2. Degrees of candidates qualified from the Autonomous Colleges will be sent to the respective Colleges only.
3. (a) Candidates should necessarily fill up both the application form and computer coding sheet and send them along with the required fee etc., on or before..... Application received after this date will not be accepted
- (b) Applicants for the Ph.D. Degree should enclose a xerox copy of the office communication intimating the award of the Ph.D. Degree
4. Fee for issue of Degree in a Convocation conducted by the University.
 

(i) In Person & In Absentia	Fees
(a) For D.Sc. / D.Litt. / LLD / Ph.D	Rs. 500/-
(b) For M.Phil / First Rank Holders / Winners of Prizes and Medals of all degree holders.	Rs. 200/-
(ii) (a) Fee for issue of Degree through college where the candidate has undergone the concerned Degree course (other than those mentioned in (a) & (b) above) Applicable for current year candidates only.	Rs. 150/-
(b) In case of candidates who have qualified for the degree prior to the Convocation in which he / she applies for the degree upto 5 years	Rs. 650/-
(c) More than 5 years	Rs. 900/-
(d) In the case of candidates who have improved their previous performance and are now applying for Convocation	Rs. 500/-
5. The prescribed fee should be sent by a Demand Draft drawn on any of the Nationalised Bank in favour of the Registrar University of Madras, Chennai - 600 005, Payable at Chennai. Other mode of payment will not be accepted.
6. In case of candidates applying for more than one degree a separate application has to be used.
7. The date of Convocation will be notified in the local dailies later.
8. In the case of candidates for M.B.B.S. And B.I.M. Degree (Integrated Revised Regulations) necessary certificates of satisfactory completion of the Compulsory Rotatory internship and Provisional Medical Registration Certificate issued by the Registrar, Tamil Nadu Medical Council, Madras (attested copy) or Provisional Permanent Pass Certificate issued after completion of the Compulsory Rotatory Internship (attested - copy) should be enclosed.
9. (a) Candidates for B.L., BGL., B.T., B.Ed., M.Ed., B.P.Ed., M.P.Ed., and other Post Graduate degrees like M.A., M.Sc., M.Com., M.B.A., M.C.A., M.E., Etc., Should enclose along with the application **a copy of their qualifying degree**. Viz B.A., B.Sc., B.Com., or B.Lit., etc., and candidates for M.Phil. degree should enclose a copy of their original qualifying Degree Diploma namely M.A., M.Sc., M.Com., M.Ed., etc., attested by a responsible officer in the Government not below the rank of Gazetted Officer and the relevant column should be carefully filled in by the candidates. **The Original degree should not be enclosed.**
- (b) In the case of candidates who have not taken their previous qualifying degree at a convocation, must apply for both the degrees. (i.e.) Previous qualifying degree as well as the present degree.
- (c) Candidates who have not taken their qualifying degree other than the University of Madras should apply for their qualifying degree from that University in the first instance and then apply for the present Degree of this University.
10. Convocation for conferring Degrees shall ordinarily be held in the months of February and August every year.
11. (a) Candidates who have qualified for a Title / diploma (i.e. O.T, D.G.O., D.C.H. Medical Exam etc., and P.G. Diplomas) need not apply for the convocation. There is a special form of application for candidates for conferring the Titles and Diplomas at a Special Meeting of the Senate which will be normally held in October or November every year.
- (b) Candidates who have qualified for an additional subject or branch after having been admitted to a degree will not be admitted of the same degree for the second time, but only an additional Certificate will be issued.
12. **The Application form defective in particulars or received after the prescribed date will not be accepted and the amount paid therefor will not be refunded.**
13. Application submitted by the Candidate for the second time after having admitted at a convocation will be rejected and the fee remitted shall not be refunded.
14. Enquiries from candidates as to the receipt of their respective degrees should be made within six months from the date of convocation.
15. In-Person candidates must be present for the Convocation in their respective academic robes.