Cost of Application form: Rs.25/-



To be filled by the Candidate
University/SBT Pay-in-slip/DD/Jana Sevena
Kendra Receipt No:
Amount paid Rs:
Date of Payment:

## MAHATMA GANDHI UNIVERSITY

## APLICATION FOR THE ORIGINAL DEGREE CERTIFICATE OF PROGRAMMES UNDER CHOICE BASED CREDIT SEMESTER AND GRADING SCHEME

1.	Register Number (12 Digits)														
2.	Name of the Candidate (in block letters)														
3.	Date of Birth	D M Y Gender								Male	e /	Fema	le		
4.	Address of the candidate with phone number and Pin Code to which the Degree should be sent(in block letters)	, 200000													
5.	Name of College														
6.	Name of Programme	Model													
DETAILS OF COURSES  (Candidates need to fill only the columns of the relevant Courses)  Note: Attach self attested copies of grade cards (Read the instructions carefully)															
7.	Common Course II														
8.	<b>Core Course</b>														
9.	Complementary Course	1. 2.													
10.	Open Course														
DETAILS OF EXAMINATIONS PASSED															
Semester			Month & Year						GPA		Grade				
Sem															
Semester II															
Semester III															
Sem	ester IV														
Sem															
Semester VI															
FINAL RESULT (CGPA)															
Station  Date															
											<u></u>				

FOR OFFICE USE ONLY

ASSISTANT SECTION OFFICER ASSISTANT REGISTRAR

## INSTRUCTIONS TO THE CANDIDATES

- 1. For obtaining Degree 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 will be issued only after awarding it by the Syndicate.
- 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 Bachelor's Degree: Rs.150/-
- 6. Candidates who have not taken their degree within one year after the examination will have to pay search fees as noted below:
  - a. After one year but before the expiry of 5 years Rs.50/-
  - b. After 5 years Rs.100/-
  - c. After 10 years Rs.500/-
- 7. The fees should be paid as Pay-in-Slip at the M.G.University cash counter/SBT /Janasevana Kendra or D.D drawn in favour of the Finance Officer, M.G.University payable at SBT, University Campus Branch only (Code no.669) and forwarded to the Controller of the Examinations along with the application for the degree. Fee once paid will not be refunded.
- 8. Postage charge of Rs. 50/- should be paid for all degree application in addition to the concerned fees.
- 9. Candidates should send self attested copies of degree grade cards, mark lists of plus 2 and S.S.L.C book (page no.1) along with the application.
- 10. Candidate should furnish only the relevant details required in respect of the degree for which the application is made.
- 11. The degree certificates will be sent to the candidate by Registered Post.
- 12. <u>FAST TRACK:</u> Candidates, who are in urgent need of the degree certificate, can obtain the same by paying a special fee of Rs.300/- in addition to the fee for degree certificate, after awarding of the degrees by the Syndicate.
- 13. If there is any change in revaluation, the students have to remit the prescribed fees again for getting revised Degree Certificate.