

Cost of Application Rs.25/- should be remitted along with the Fee for the issue of certificate

UNIVERSITY OF MADRAS

INSTITUTE OF DISTANCE EDUCATION

IDE Buildings, Chepauk, Chennai - 600 005.
APPLICATION FOR OBTAINING PROVISIONAL CERTIFICATE / CONVOCATION EXTRACT / SPECIAL MEETING OF THE SENATE / CONFERRING TITLES AND DIPLOMAS / CHANGE OF NAME / DUPLICATE DEGREE / DIPLOMA

(Note : Candidate should re	ead the inst	ructions car	refully befor	e filling the columns	s. Any colu	ımn left blank will cause delay	in issuing the Certificate)	
Name of the Candidate (in BLOCK LETTERS)	(In En	nglish)						
As enrolled in the	(In Tai	(In Tamil)						
University Records	1							
Date of Birth		Certific	cate now	applied for				
Name of Father In Tamil								
Name of Mother In Tamil								
				rolment No./Register No.				
Month & Year of Passin Semester or Re-structur	···		Branch / Optional Subect Selected Examination Centre (Final					
Pattern	eu	Examina Appeara						
If the candidate has already applied for Convocation D state the month & year of Convocation in which applie			on Degree			Whether the candidate has enclosed copy of the Transfer Certificate		
Whether the candidate has	paid all the	Fees due	to the IDE	YES / NO	YES / N	10		
Candidate should furnish his / her residential Address to which the Certificate is to be sent (To be written in BLOCK LETTERS)				NAME : Address :	·-			
Contact Phone No.				PINCODE:				
NOTE: 1. Candidate who have obtained EXEMPTION from appearing in any subjects should enclose the Orginal Order together with the three year / two year mark statements 2. Candidate should enclose a copy of the Transfer Certificate issued by the Director, IDE for the issual of Provisional Certificate. SIGNATURE OF THE CANDIDATE								
FEE REMITTANCE PAR	RTICULA	KS		FOR OF	FICE U	SE ONLY (FOR ENDORS	SEMENT)	
Name of Bank			_					
Place of Bank								
DD Number & Date								
DD for Rs.	1	TO D	EULEDI	N BY THE CANDI)ATE	TO BE FILLED IN BY TH	E OFFICE	
NAME OF CANDIDATE			E FILLED II	N B1 THE CANDIL	JA IE	Class obtained in UG Course		
NAME OF THE DEGREE				<u> </u>	****	Part-I - Language :		
ENROLMENT / REGISTER No.						Part-II - English :		
MONTH & YEAR OF PASSING :						-	· · · · · · · · · · · · · · · · · · ·	
MONTH & TEAR OF PASS	SING :		-			Part-III - Core Course :	0.11.10.11.1	
						Class obtained in PG / Diploma : WAM :	Optional Subject Selected	
						Folio No. :	Date :	
Prepared by Rea		Read by		Examined by			•	
Section Officer Assistant Registrar								
CUT HERE								
INCOMPLETE ADDRESS WILL CAUSE DELAY								

	Contact Phone No.	PIN CODE :
ENROLMENT NUMBER (REGISTER NUMBER	ADDRESS:	
PLEASE ENTER THE	NAME:	

DETAILS OF THE DEGREE EXAMINATION FOR WHICH THE CANDIDATE HAS APPLIED FOR PROVISIONAL CERTIFICATE

NAME OF THE SUBJECT	EN. No. / REG. No.	MONTH & YEAR OF PASSING	EXAMINATION CENTRE	MARKS OBTAINED
Lang : Paper I				
Lang : Paper II				
English : Paper I				
English : Paper II				
Core Course : Main				
				
				1
· · · · · · · · · · · · · · · · · · ·				
				

Place	
i iace	

Date :

Signature of the Candidate

N.B.: A SELF-ADDRESSED STAMPED COVER SIZE 20cm X 30cm WITH POSTAL STAMP WORTH OF Rs. 25/- DULY AFFIXED HAS TO BE ENCLOSED ALONG WITH THE APPLICATION. XEROX COPY OF ALL THE STATEMENT OF MARKS OBTAINED BY THE CANDIDATE ARE TO BE ENCLOSED FOR ISSUING PROVISIONAL CERTIFICATE.

INSTRUCTIONS TO CANDIDATES

PRESCRIBED FEES:

- Fees for Provisional Certificate: Rs.125/- (Rs.100/- for Provisional Certificate and Rs.25/- towards cost of Application) for all the Examinations of this University under various faculties.
- Fee for change of Name: Rs.425/- (fee of Rs.400/- for Change of Name and Rs.25/- towards cost of application) Original Copies of 1. Gazette 2. Statement of marks 3. Provisional Certificate 4. Degree Certificates 5. Xerox Copy of Transfer Certificate should compulsorily be enclosed:
 - Duplicate Degree / Diploma: Rs.1025/- (Rs.1000/- towards cost of Duplicate Degree and Rs.25/- towards Cost of application.

 1. WITHIN 10 YEARS 2. BETWEEN 11 AND 20 YEARS Rs.1500/- 3. BETWEEN 20 AND 30 YEARS Rs.2000/- Candidate applying for the Duplicate Degree should enclose a Affidavit from a Notary Public in a Bond Paper of Rs.20/- FIR from Inspector or Sub-Inspector of Police by mentioning Crime and Occurance Sheet Number and Date stating that the "Original Degree certificate has been lost beyond recovery."
- After conferment of degree at the Convocation, Provisional Certificate will not be issued. But only an EXTRACT from the Convocation Report will be issued and the fee prescribed for the same is Rs.125/- (Rs.100/- for the cost of Certificate & Rs.25 towards cost of application).
- 4. Fees should be remitted in the form of SBI/Indian Bank Challan / A/c Payee Demand Draft drawn in favour of "THE DIRECTOR INSTITUTE OF DISTANCE EDUCATION, UNIVERSITY OF MADRAS, CHENNAI 600 005 from any Nationalized Bank payable at Chennai.
- 5. If the particulars provided above are found defective / incomplete the application will not be accepted and the amount thus paid will not be refunded at any circumstances.