

VINAYAKA MISSIONS UNIVERSITY, SALEM

(Established Under Section 3 of U.G.C. Act, 1956)

Application No.

Course :

Photo attested
By Principal/
Dean of the
Institution

(Office use only)

DATE OF SUBMISSION TO THE UNIVERSITY:

Whether the candidate desires to receive the Degree in person / Inabsentia (tick)

*(Not arise if applied after the Convocation)

APPLICATION FOR ADMISSION TO THE CONVOCATION

1.	Name of the Candidate (In capitals as per the H.S.C./Equivalent certificate)	:	
2.	Sex with Date of Birth	:	
3.	Father's Name	:	
4.	Permanent address	:	
5.	Contact Phone No. if any	:	
6.	Name of the institution from where qualified	:	
7.	Course (with Branch if any)	:	
8.	Month & Year of last examination passed (with Reg. No.)	:	
9.	Date of completion of internship (if prescribed)	:	
10.	Whether obtained / applied for (final) Provisional Certificate	:	
11.	Details of remittance of fee if any	:	

Certified that the details & information furnished above are true & correct.

COUNTERSIGNED & FORWARDED

Signature of the candidate

Signature of Dean / Principal with college seal

Address for sending communication (write your permanent address)

Residential
Application No.

Official
Application No.

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Pin Code

Pin Code

IMPORTANT INSTRUCTIONS TO CAINDIDATE

1. All the eligible candidates who have completed their study / internship and obtained / applied for their (final) Provisional Pass Certificate may submit their convocation application with the Countersignature of the Dean/Principal of the Institution concerned either through the Institution or directly by Registered post to the Controller of Examinations of this University.
2. **'IN PERSON'** means that the candidate has to be present himself/herself physically at the time of convocation to receive the Degree / Diploma. **'IN ABSENTIA'** means that the presence of the candidate at the time of convocation is not required and the Degree/Diploma certificate will be sent by post after the convocation.
3. Application for receiving a Degree/Diploma **'IN PERSON'** should reach this office in time fixed by the University. The exact date of Convocation will be notified in the Dailies. A CARD OF ADMISSION to Convocation will be sent from the University before the date of Convocation to the candidates who applied for receiving the Degree / Diploma **'IN PERSON'**. The application not received in time will be treated for **'IN ABSENTIA'**.
4. The following duly attested by a Gazetted Officer **should be enclosed** with this application (a) copy of SSLC mark sheet (b) copy of HSC/Equivalent Mark Sheet (c) Copy of (final) Provisional Pass Certificate (d) Copy of Registration Certificate with respective council and (e) copy of the Under Graduate degree certificate in the case of P.G. applicants.
5. The following **should** also be enclosed (a) Two copies of candidate's latest passport size colour photograph put in a small envelope. (Name, course, Registration Number should be written on the back side of one copy) (b) To put his / her specimen signature in **BLACK INK** in the middle of the sticker label attached with this application for (Do not write name or date with signature)
6. (a) The Convocation fees are Rs.1500/-
(b) Penalty for late submission Rs.250/-
- The DD must be taken in favour of **"VMU – Examinations Ac"** payable at Salem.
- If applications are Downloaded from the Internet then add 25/- to the convocation fees
(1500 + 25 = Rs.1525)
(c) Any candidate who had applied to receive the Degree **'IN PERSON'** but failed to attend the Convocation has to remit Rs.500/- as **penal fee** for getting Degree/Diploma Certificate thereafter from this University within a period of six months from the date of Convocation. The Degree / Diploma certificate of such candidates will be sent by Registered post directly to the candidates. In addition to the Penal fee of Rs.500/- the following additional fees have to be paid if such Degree Certificates are not obtained by the candidates **within six months** from the date of respective Convocation.

(d) **ADDITIONAL FEE FOR BELATED SUBMISSION OF APPLICATION** by the candidates applying for Degree / Diploma certificates after six months from the date of respective Convocation.

I. Up to 6 months form the date of Convocation	- Nil
II. Above 6 months to 5 years	- Rs.1000/-
III. Above 5 years to 10 years	- Rs.1500/-
IV. After a lapse of 10 years	- Rs.1500/- + Rs.200 per year
7. The prescribed fee should be sent only in the form of a crossed Demand Draft drawn on any Nationalized Banks / Scheduled Banks in favour of the **"VMU – Examinations Ac"** payable at Salem. On the backside of the D.D. candidate should write his/her name, Registration No., course and Institution. This fee can also be remitted in to the I.O.B. Extension counter at the University premises and the cash remittance challan be enclosed with the application. The fees once remitted by the candidate will not be refunded.

REGISTRAR
