

INSTRUCTIONS FOR FILLING THE CONVOCATION APPLICATION FORM

1. Candidate shall write the name of the University of Study.
2. Mode of receiving the Degree: **IN PERSON ONLY**
3. All UG candidates should enclose Xerox copies of their HSC/ DIPLOMA/ UG Provisional Certificate for name and result Verification, otherwise the application will be rejected
4. Applicants for the PG / M.Phil. holders should enclose Xerox copies of their previous degree certificate, otherwise the application will be rejected. Copy of Provisional Certificate will not be accepted
5. Applicants for Ph.D. Degree shall enclose a Xerox copy of their previous degree certificate and the Xerox copy of the official communication regarding the award of Ph.D. Degree/ Provisional Certificate otherwise the application will be rejected
6. Remittance of the fees shall be done either through Challan or by Demand Draft in favour of **“The Registrar, Karpagam Academy of Higher Education, Coimbatore”**. Demand Draft / Challan should be drawn within 10 days prior to the date of application.
7. All filled in applications along with necessary fees and enclosures shall be sent only to **“The Controller of Examinations, Karpagam Academy of Higher Education, Pollachi Main Road, Eachanari Post – 641 021, Coimbatore, Tamil Nadu”**.
8. The applications that are received incomplete/defective will be REJECTED and the amount paid thereof will neither be refunded nor adjusted. Application submitted by any Candidate for the second time by oversight will be rejected and the fee remitted shall not be refunded.
9. Degree Certificate will not be issued if
 - a) Any one of the columns in the application is not filled (viz., Name of the University where studied, Reg. No., Name., Address for Communication and necessary enclosures., etc.)
 - b) He / She has not qualified for degree
 - c) He / She has not paid prescribed fees in full.
10. Candidates are advised to keep a Xerox copy of the filled in convocation application form and Demand Draft (or) Challan, for verification, in case of any clarification required in future.

CHECK LIST: Please Check whether Attested Xerox copies of the following certificates are enclosed

- a) HSC Mark Sheet/ Diploma.
- b) Provisional Certificate for the Degree for which the application is now made.
- c) Previous Degree Certificate.
- d) Official Communication regarding award of M.Phil. / Ph.D. (Provisional Certificate)
- e) Demand Draft or Bank Challan (Original)

(Established Under Section 3 of UGC Act, 1956)
