



MADURAI KAMARAJ UNIVERSITY
Accredited by NAAC with 'A++' Grade in the 4th Cycle
SPECIAL CONVOCATION APPLICATION



(Please ✓ whichever is applicable)

| | | | |
|---------|--|-----------------------------|--|
| REGULAR | | DDE (Correspondence Course) | |
|---------|--|-----------------------------|--|

(For Office Use Only)

| | |
|--|---|
| Fee Remittance Particulars (To be filled by the candidate) | |
| SBI Reference No.: | |
| Date | : |
| Amount Rs. | : |

| Fee Calculation | |
|-----------------|------------|
| Spl.Conv. Fee | Rs. 2500/- |
| Search Fee | Rs. _____ |
| Total | Rs. |

CHECKING FORMAT (for office use only)

| | |
|--------------------------------------|---|
| MKU Ref. No: | TMR / Academic records verification |
| Fee Verification Seal with Signature | TMR Page No. : |
| | Month & Year of Passing : |
| | Remarks (if any): |
| | Checked by Supdt. A.R/D.R/S.D.R |

Mandatory Field: (To be filled by the candidate)

E-mail id:

Mobile No.

(Reference No. for your application will be sent to your E-mail. You can track the status of your application form by using this Ref. No. in our university website link '<http://mkuniversity.ac.in/coe/grievance/status/>')

| | | | | | | |
|----|--|-----------------|---------------|--------|-------|--------------|
| 1. | Name of the degree passed: | Branch / Major: | | | | |
| 2. | Name of the Candidate | | | | | |
| | IN ENGLISH (CAPITAL) | | | | | |
| | IN TAMIL | | | | | |
| 3. | Father's name (Mention in Tamil) | | | | | |
| 4. | Name of the college and year of study: | | | | | |
| | Month | Year | Exam Reg. No. | Degree | Class | Exam. Centre |
| | | | | | | |

REVISED FORM (w.e.f 1.11.2022)

| | | | | |
|----|--|------------------------|----------|-------|
| 5. | If studied through DDE Course, mention the Ent. No. (if any) and year of admission | | | |
| 6. | If studied privately, mention the Exemption order No. & date | | | |
| 7. | Has the candidate passed any major subject other than the subject now applied, if so furnish the following details | | | |
| | Name of the Degree | Name of the University | Reg. No. | Month |
| | | | | |
| 8. | State whether Photocopy of the following documents are attached [Please (✓)] | | | |
| | a) Consolidated Mark Statement | | Yes / No | |
| | b) Provisional Certificate(for Regular Students) | | Yes / No | |
| | c) Course Completion Certificate(for DDE Students) | | Yes / No | |
| | d) Previous Degree (except UG Course) | | Yes / No | |
| | e) Online Payment receipt | | Yes / No | |

| Address for communication (in CAPITAL Letter) |
|---|
| |

Place :

Date:

Signature of the Candidate

Please write the Name and Address (in CAPITAL Letter) in the box given below to which the degree certificate is to be sent. (This will be cut and pasted on the postal envelope which will contain your degree certificate)

| | | | |
|-------------|----------|-------------|----------|
| Degree : | Reg. No. | Degree : | Reg. No. |
| Name : | | Name : | |
| Address: | | Address: | |
| | | | |
| Pincode : | | Pincode : | |
| Mobile No : | | Mobile No : | |

REVISED FORM (w.e.f 1.11.2022)

INSTRUCTIONS TO THE CANDIDATE:

Application with the required fee and the enclosures should be sent to the following address:

“The Controller of Examinations, Madurai Kamaraj University, Madurai – 625 021”.

1. Clear Photocopies of the Provisional Certificate, Consolidated Mark Statement and Course Completion Certificate (DDE) SHOULD BE ENCLOSED for which the convocation application is made.
2. The Convocation fee should be paid **ONLY THROUGH SBI“ONLINE PAYMENT”**, in favour of the REGISTRAR, Madurai Kamaraj University, Madurai. The Online payment receipt should be sent along with the application. **(The Demand Draft / Chalan, Money orders, Cheques and Treasury Chalans will NOT BE accepted.)**
3. Candidates who applied for the degrees like M.Phil. / M.A. / M.Sc. / M.Com. / M.Ed. / B.Ed. / M.Li.Sc. / B.Li.Sc. / M.D. / M.S. / M.E. / M.C.A. / M.Sc. / Applied Science / M.B.A. / M.H.M. / M.F.C. / M.L.M. / M.B.M. / B.Litt. / B.L. etc., should enclose the attested Photocopy of their previous BASIC DEGREE certificates (not provisional certificates) such as B.A. / B.Sc. / B.Com. / B.B.A. / M.A. / M.Sc. / M.Com. / B.Ed. / B.Li.Sc. / M.B.B.S. / B.E. / B.Sc. (Applied Science) / B.G.L. The Candidates who have not obtained their basic degrees are not eligible to apply for the above mentioned post Graduate degrees. Applications received without the Photocopy of the previous (basic) degree certificates will summarily be rejected.
4. Candidates qualified for oriental title / Certificate / Diploma / P.G. Diploma courses may apply for the convocation; Candidates should enclose Photocopies of the mark statement, provisional certificate and UG degree certificate along with the application.
5. Candidates should not apply for two degrees at a time.
6. Enquiries from the candidates as to the receipt of the applications in the office will not receive attention. Candidates are therefore advised to send the applications by Speed post.
7. Application which is not properly filled will not be accepted. Moreover the fees paid will not be refunded.
8. The fees for special convocation

For all U.G.,P.G., Professional courses, M.Phil., Ph.D and Certificate/Diploma Courses:

| Fee Structure | Normal Fee | Search Fee (Additional) | Total Amount |
|-------------------------|------------|--|------------------------|
| Special Convocation fee | Rs.2500/- | Rs.250/- for each year (from 3 rd year onwards i.e. after the completion of two years) | Rs.2500/- +Search Fees |

For Example: Illustration for applying under Special Convocation

| Year of passing | Normal Fee | Search Fee per year (Additional) | Total Amount |
|-----------------|------------|---|---|
| 2020 | Rs.2500/- | Nil (since the search fee is to be paid after the completion of two years) | Rs.2500/- |
| 2019 | Rs.2500/- | Rs.250 | Rs.2500/- + Rs.250/-= Rs. 2750/- |

Grievances or enquiries regarding the application should only be sent to the following email id:

greivancescemku@mkuniversity.ac.in.