

DD & CE		DD & CE INSTANT	
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மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
MANONMANIAM SUNDARANAR UNIVERSITY

APPLICATION FOR OBTAINING DEGREE CERTIFICATE

(Those who have completed their course through DD&CE on or before May 2017)

COURSE	MAJOR	REGISTER NO	CENTRE CODE

1. NAME OF THE CANDIDATE with initials (IN BLOCK LETTERS) :-
(To be printed in the Certificate) In English:

NAME IN TAMIL																			

2. Sex

: M F T

3. Name of the Centre :

4. Month and Year of Passing:

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5. Address for communication:

Pin code

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Mobile No:

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Email ID:

6. Payment Details:

Amount	Challan /DD No	Place of the Bank	Name of the Bank	Date

Station:

Date:

Signature of the candidate

FORWARDED

Office Seal and Date:

Signature of the Director DD&CE

INSTRUCTIONS TO CANDIDATES

1. ELIGIBLE CANDIDATES: Those who have completed their course through DD&CE on or before May 2017 alone can apply now. Those who have completed during December 2017 can apply only after conduct of regular convocation.

2. PAYMENT OF FEES: Payment towards fees for Degree Certificate should be made in the form of Crossed Demand Draft drawn in favor of '**The Registrar, Manonmaniam Sundaranar University**', payable at '**Tirunelveli**'

- (a) Degree certificate: **Special Rs.2000 + search fee of Rs.200 per year**
- (b) Degree Certificate: **Instant Rs.5000 + search fee of Rs.200 per year (within a one week time)**

3. ENCLOSURES:

- (a) Filled in Application form
- (b) Demand Draft
- (c) Photo copy of Provisional Certificate / Consolidated Mark Statement of the degree for which application is made.
- (d) Photo copy of UG Degree Certificate in case of PG courses and PG Degree Certificate in case of M Phil courses.
- (e) Apart from this, the Tuition fees due if any should be paid through a separate DD. In this regard, students are advised to verify the defaulters list published in the website of the University.

Candidates are required to send the filled in applications along with the enclosures and Demand Draft to the following address.

**THE DIRECTOR
DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI 627 012
TAMIL NADU**