

R.R.G. NO.

Date:



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி.

**MANONMANIAM SUNDARANAR UNIVERSITY,  
TIRUNELVELI.**



**REGISTER OF REGISTERED GRADUATES  
Application for Registration**

1. (a) Name in full (in block letters) as entered in the Diploma.			Affix Passport size (3.5X4.5cm) self-attested photo only
(b) Sex:	(c) Age:	(d) Date of Birth:	
2. Father's Name:			
3. Nationality :			
4. Degree/ Degrees obtained at a University	Year & Month of qualified for the Degree/ Degrees	Year & Month at which the Degree/ Degrees was/were taken at a convocation (in person/in absentia)	The University from which the candidate has qualified for the Degree/ Degrees

(Particulars about additional degree, if any, should be given as above)

5. (a) Name of the college in which he/ she studied for the degree.  
(b) Period of study (mention the year of joining and year of leaving the College)  
(c) Year of completing the degree

6. If employed; Present Occupational Address: with designation  
Ward. No. (in case of a Municipality)  
Taluk \_\_\_\_\_ Mobile No. \_\_\_\_\_ Pin code: \_\_\_\_\_  
District \_\_\_\_\_

7. Residential Address (Proof should be enclosed) :  
Ward. No. (in case of a Municipality)  
Taluk \_\_\_\_\_ Mobile No. \_\_\_\_\_ Pin code: \_\_\_\_\_  
District \_\_\_\_\_

8. Details of Registration fee paid: Name of the Bank and the Branch in which the Bank Draft/ Banker's Cheque/Challan was obtained  
\_\_\_\_\_ Amount Rs. \_\_\_\_\_  
Number and Date: \_\_\_\_\_

Date:

Signature \_\_\_\_\_

**CERTIFICATE**

I hereby certify that I am a resident of \_\_\_\_\_

Village /Town of the \_\_\_\_\_ District which lies in the jurisdiction of Manonmaniam Sundaranar University (The area comprises the revenue districts of Tirunelveli, Thoothukudi and Kanyakumari of the State of Tamil Nadu.)

SIGNATURE OF THE CANDIDATE

## INSTRUCTIONS

1. The University shall maintain a register on which the names of any person ordinarily a resident within the University area, who
  - a) has been for at least three years a graduate of any University in the territory of India or
  - b) Is a registered graduate of any University in the territory of India, is entered subject to following provisions.
2. The area comprising the districts of Tirunelveli, Thoothukudi and Kanyakumari falls within the jurisdiction of the Manonmaniam Sundaranar University.
3. **The following should be enclosed along with the filled in Application form for Registration:**
  - i. **The proof of having been a graduate of any University in the territory of India (SELF ATTESTED copy of the Degree certificate).**
  - ii. **The proof for resident within this University area. (Self attested copy of Aadhar / Driving Licence / Passport)**
  - iii. **Prescribed fee of Rs. 500/- in the form of Bank Draft/ Banker's Cheque / Challan**
4. He/ She shall apply in the prescribed form to the Registrar, and pay a **registration fee of Rs.500/-** which will entitle him/her to have his/her name entered and retained for a period of five years. The registration fee shall be in the form of a Bank Draft/ Banker's Cheque on any Nationalised / Scheduled Bank in favour of "The Registrar, Manonmaniam Sundaranar University" payable at Tirunelveli **OR** through Challan (General Fund) obtained from Indian Bank, Abishekapatti.
5.
  - i) The registration in the first instance is for a period of five years and it will have to be renewed by remitting a fee of Rs.500/- (through a Bank Draft/ Banker's Cheque / Challan along with a certificate of continued residence in the University area addressed to the Registrar for a further period of five years.
  - ii) The completed prescribed form for renewal should be sent to the University **a month before the date of expiry of registration.** The prescribed form for such renewal can be download from the University website [www.msuniv.ac.in](http://www.msuniv.ac.in).
  - iii) The names of Registered Graduates who do not apply for continuance of registration **a month before the date of expiry of registration** will be deleted from the register.
6. MONEY ORDERS, CHEQUES, POSTAL ORDERS AND CASH WILL NOT BE ACCEPTED.
7. THE FEE ONCE PAID WILL NOT BE REFUNDED OR ADJUSTED UNDER ANY CIRCUMSTANCE.
8. The Graduate of this University at the time of registration should send a **SELF ATTESTED** copy of his/her diploma as proof of his/her qualification.
9. While filling up columns 6 & 7 the following particulars should be noted:
  - i) If the place is a major Municipality, the number of ward in which the location is situated should be mentioned.
  - ii) Besides, the Taluk and the District in which the place is located should also be mentioned.
10. The registration shall ordinarily take effect from the 1<sup>st</sup> January or 1<sup>st</sup> July following and the term of five years shall be reckoned from such date.
11. No person is permitted to have his/her name in the register of Registered Graduates more than once.
12. The registered graduate should intimate the Registrar immediately if any change of his/her residence.
13. Registration card and Identification slip will be sent to the residential address only.
14. The register of Registered Graduates will be revised every year on the 1<sup>st</sup> January.
15. Any Graduate may inspect the Register of graduate during office hours on application to the Registrar and have a **soft copy** of the register on payment of Rs.200/- through Bank Draft/ Banker's Cheque on any Nationalised / Scheduled Bank in favour of "The Registrar, Manonmaniam Sundaranar University" payable at Tirunelveli **OR** through Challan (General Fund) of Rs.200/- obtained from Indian Bank, Abishekapatti.
16. The graduates should apply for registration individually with required fee of Rs.500/- and send the same to the "The Registrar, Manonmaniam Sundaranar University" Tirunelveli
17. The University has a right to **reject** applications which it considers unsatisfactory.