



VINAYAKA MISSIONS UNIVERSITY, SALEM, TAMILNADU

(Vinayaka Mission's Research Foundation)
Deemed to be University
(Declared Under Section 3 of the UGC Act, 1956)

APPLICATION FOR ADMISSION TO THE CONVOCATION

Course: Reg. No.

Photo to be
attested by the
Dean / Principal
of the Institution

Whether the candidate desires to receive the Degree In Person or In Absentia
(Please refer instructions) (Tick whichever is applicable)

1. Name of the Candidate (in capital as per the H.Sc. / Equivalent certificate) :
-
2. Name of the Father :
3. Sex : Male / Female
4. Date of Birth :
5. Address :
-
6. Contact Phone No. i. Land line Number :
- ii. Mobile Number :
7. Email address :
8. Name of the Institution from where qualified :
9. Course (with Branch if any) :
10. Month & Year of the last examination passed :
11. Date of Completion of Internship (if applicable) :
12. Whether obtained / applied for (final) Provisional Pass Certificate :
13. Details of remittance of fee if any :

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

Date :

COUNTERSIGNED & FORWARDED

SIGNATURE OF THE CANDIDATE

Signature of the Dean / Principal with college seal where he/she studied the UG / PG / PG Diploma

Address for communication

.....
.....
.....

Pin Code..... Phone / Cell :

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. The Tenth Annual Convocation of Vinayaka Missions University is scheduled to be held on Friday **07-07-2017 at the Annapoorana Auditorium, Vinayaka Mission's Kirupananda Variyar Medical College & Hospital Campus, Seeragapadi, Salem, Tamilnadu.**
2. All the eligible candidates who have successfully completed their examination may submit the convocation application with the counter signature of the Dean/Principal of the institution concerned either through the institution or directly by registered post to **THE CONTROLLER OF EXAMINATIONS, VINAYAKA MISSIONS UNIVERSITY, NH-47, SANKARI MAIN ROAD, ARIYANOR, SALEM - 636 308, TAMILNADU.**
3. **'IN PERSON'** means
 - (a) That the candidates (Only Ph.D awardees/ Rank Holders / Medalists) have to be present himself/herself physically at the time of convocation to receive the Degree/Diploma.
 - (b) Other candidates, to present himself / herself physically at the constituent colleges on the "Graduation Day" to be fixed by the Head of the Institution, after the convocation.
4. **'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.
5. Application for receiving a Degree/Diploma under **'IN PERSON'** the candidate should reach the office of the Controller of Examinations in time fixed by the University. The exact time of Convocation will be notified in the university website. **ADMISSION CARD** for Convocation will be sent from the University before the date of Convocation to the candidates, who have applied for receiving the Degree / Diploma under **'IN PERSON'**. The application not received in time, will not be entertained.
6. The following certificates duly attested by a **Gazetted Officer should be enclosed** with this application;
 - (a) Copy of SSC Mark Sheet (b) Copy of H.Sc/Equivalent Mark Sheet (c) Copy of (Final) Provisional Pass Certificate (if issued) (d) Copy of the Registration Certificate of the respective council and (e) Copy of the Under Graduate Degree Certificate in the case of P.G. applicants.
7. 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) should be enclosed.
8. **CONVOCAATION FEE :**
 - (a) The Convocation fee is **Rs.2000/- for "IN PERSON"**
 - (b) The Convocation fee is **Rs.2500/- for "IN ABSENTIA"**

Last date for receipt of the applications without fine : 23.06.2017

Last date for receipt of the applications with fine of Rs.250/- up to : 30.06.2017

(c) **ADDITIONAL FEE FOR BELATED SUBMISSION OF APPLICATION** by the candidates applying for Degree / Diploma Certificates after One Year from the date of respective Convocation.

S.NO.	DURATION	AMOUNT
1.	Up to One Year from the Date of Convocation	Nil
2.	After One Year	Rs.500/- Per Year
9. The duly filled-in application along with the prescribed fee in the form of Demand Draft drawn in favour of **"VMU Examination Account"** from any Nationalised Bank, payable at Salem shall be sent to **"THE CONTROLLER OF EXAMINATIONS, VINAYAKA MISSIONS UNIVERSITY, NH-47, SANKARI MAIN ROAD, ARIYANOR, SALEM-636 308, TAMILNADU"**. On the backside of the Demand Draft the candidate should write his/her Name, Registration Number, Course and Institution. **The fees once remitted by the candidates will not be refunded.**
10. For Distance Education - Please refer our website : www.vmr.edu.in

REGISTRAR