University of Hyderabad

GENERAL INSTRUCTIONS FOR CONVOCATION

1. Fill up the application very carefully and neatly.

2. Use only **CAPITAL LETTERS**.

3. Leave a blank space between words.

4. Use only Black or Blue Ball Point Pen.

5. Avoid overwriting. Use white ink to correct the mistakes.

6. Don't staple or fold the form.

7. Separate application should be submitted if receiving more than one degree.

8. This application should be submitted to the Deputy Registrar (Acad & Exams) along with the required fee in the form of a D.D. and documents.

9. Copy of the Provisional Certificate of the Degree issued by the University and Matriculation/SSC/ CBSE/ HSC Certificate should be submitted along with the application.

10. Two recent passport size colour photographs should be submitted (One photograph should be kept in a small cover by indicating name and enrolment number on the cover & on the back of photograph and one should be pasted on the application form)

11. Bank Demand Draft for the prescribed fee should be drawn in favour of the Finance Officer, University of Hyderabad, payable at SBI, HUC branch (Code 5916), Hyderabad OR Andhra Bank, Nampally Station Road Branch (Code No. 378), Hyderabad.

12. Fee payable for admission to the degree/diplomas (for all courses) is as follows:

1	In person	Rs. 500/-
2	In Absentia	
	i) for receiving degree in India	Rs. 700/-
	ii) for applying and receiving degree abroad	US$ 50 or equivalent Indian currency

Note: Th e students w ho have comp leted thei r c ourses m ust collec t t heir certi ficates within a maximum period of o ne year f rom the date of the Convocation i n which they have been declared eligible fo r the award of their respective degrees failing which holding charges @ Rs. 500/- per annum after the cut-off date , in addition to th e p rescribed fee mentioned above, shall be paid by the students concerned.

Instructions for filling application form for convocation

1. Name of the candidate: Write one letter in each box. Name should be as was in your Matriculation/SSC/ CBSE/ HSC certificate. Write your name in Hindi also, in the space provided.

2. Use the following codes for name of the degree and subject

Name of Degree

Code	Degree
IA	M.A. (5-year Integrated)
IS	M.Sc. (5-year Integrated)
BS	B.Sc.
MA	M.A.
MS	M.Sc.

Code	Degree
MC	M.C.A.
MB	M.B.A.
FA	M.F.A.
PA	M.P.A.
DP	PG Diploma

Code	Degree
AD	Adv.PG Diploma
MT	M.Tech.
MP	M.Phil.
PD	Ph.D.

Name of the Subject

Subject Code	Subject of Study	Subject Code	Subject of Study	Subject Code	Subject of Study
MM	Mathematics	TS	Translation Studies		
AM	Applied Mathematics	CL	Comparative Literature	BA	MBA – Business Administration
ST	Statistics-OR	SH	Shabdhabodha Systems		
CA	Computer Applications	SK	Sanskrit Studies	HC	Health Care & Hospital Management
CS	Computer Science	EG	English Language Studies	MS	Management Studies
AI	Artificial Intelligence	DS	Dalit & Adivasi Studies & Translation		
IT	Information Technology			HF	Health Fitness & Life Style Management
		EC	Economics		
PY	Physics	HS	History	MT	Materials Engineering
EL	Electronics Science	PS	Political Science		
CT	Computational Techniques	SL	Sociology	MA	Mathematical Sciences
IC	IC Technology	AN	Anthropology	PY	Physics
		RS	Regional Studies	CH	Chemical Sciences
CY	Chemistry	FS	Folk Culture Studies	SB	Systems Biology
		EI	Social Exclusion & Inclusive Policy	NS	Nursing Science
BC	Biochemistry	ID	Indian Diaspora	OV	Optometry and Vision Scienecs
PL	Plant Sciences	HR	Human Rights	LL	Language Sciences
PB	Plant Biology & Biotechnology	DN	Dance	NC	Neural and Cognitive Science
MB	Molecular Microbiology	KU	Dance Kuchipudi		
AB	Animal Biotechnology	BH	Dance Bharatanatyam		
AS	Animal Sciences	FO	Dance Folk	ME	Mineral Exploration
BT	Biotechnology	TA	Theatre Arts	ES	Earth & Space Sciences
MD	Medical Biotechnology	PT	Painting		
BI	Bioinformatics	PR	Print Making	HP	Health Psychology
		SC	Sculpture	CP	Counseling Psychology
EN	English	CC	Communication		
PH	Philosophy	TR	Communication (Radio & Video)	CO	Cognitive Sciences
HN	Hindi	PN	Communication (Print & New Media)	GS	Gender Studies
H1	Functional Hindi & Translation	CM	Communication (Communication Studies)		
H2	Hindi Literature	AP	Communication (Advertisement & PR)	NT	Nano Sciences & Technology
TL	Telugu				
UR	Urdu				
AL	Applied Linguistics				

3. Write "Y" if you are willing to receive the degree in person at the Convocation, if not write "N".

4. If applying for M.Phil. / M.Tech / Ph.D. degree, furnish the title of the Dissertation / Project / Thesis and name of the supervisor by writing each letter in a separate box and leave blank between two words.

5. Write the full address clearly to which the degree is to be dispatched.

6. Write the permanent address as per the format, PIN, Phone number including STD code.

7. Use the following codes to fill present occupation and position, and write the office address in the space provided.

   Present Occupation
   GS = Govt. Service   PS = Private Service   OB = Own Business
   HE = Higher Education   AB = Abroad   AC = Academics

   Position
   TP = Top Management   MM = Middle Management SC = Supervisory Cadre
   CC = Clerical / LSS   TC = Teacher
   LC = Lecturer   RR = Reader   PR = Professor
   AD = Administration   SW = Software Engineer   RS = Research

8. Provide the particulars of the Bank Demand Draft –
   The date should be in the format DD/MM/YY.
   SBI = State Bank of India   AB = Andhra Bank   OB = other banks

UNIVERSITY OF HYDERABAD

Application for obtaining the degree certificate
(Read the instructions carefully before filling the application form)

Reg.No. [ ][ ][ ][ ][ ][ ][ ][ ]

1. Name of the candidate in full (in Block Letters as was written in Matriculation / SSC / CBSE / HSC Certificate)

   In English [ ]

   In Hindi [   ]

2. a) Name of the Degree : [ ][ ]   b) Subject: [ ][ ]   c) Year of Passing : [ ][ ][ ][ ]

3. Whether to receive the degree in person at the Convocation: [ ]

4. If applying for M.Phil/M.Tech/Ph.D. degree, furnish below the title of the Dissertation/Project/Thesis:

   [   ]

   Name of the Supervisor/s: [   ]

5. If the degree is to be received in absentia, furnish full postal address, line by line, (including your name) to which the degree is to be dispatched (please write clearly):

Mailing address with PIN Code (for sending the certificate)	Permanent Address with PIN Code
Name: Address:	
PIN Code:	**PIN Code:**
Mobile No	
E-Mail :	

6. Present Occupation & Position

   a) Occupation : [ ][ ]   c) Office Address [   ]

   b) Position : [ ][ ]

8. Particulars of the Bank Demand Draft

Bank Draft No.	Date (DD/MM/YY)	Amount Rs.	Issuing Bank
[ ][ ][ ][ ][ ][ ]	[D][D][M][M][Y][Y]	[ ][ ][ ][ ]	[ ][ ][ ]

Signature of the Candidate

Affix your latest
passport size
colour photograph

Don't staple

[   ]

Place [   ]   Date: [   ]

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1	Roll No.	
2	Name of the Student	
3	Name in Hindi	
4	Course	
5	Subject	
6	Dept. / Centre	
7	School	
8	Date of Birth	
9	Gender (Male / Female)	
10	Nationality	
11	State of Domicile	
12	Blood Group	
13	Father's Name	
14	Mother's Name	
15	Date of Admission to the Course	
16	CGPA or Marks obtained	
17	Division obtained	
18	Date of declaration of result by the CE's Office	
19	Month and Year of award	

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Requisition for parent's pass to witness the Convocation

Student's Name	
Enrolment No.	
Years of Study	
Course / Subject	
No. of Passes Required	One / Two

Particulars of Parents:

S.No.	Name	Age	Male/Female	Relationship

Date: Signature of the Graduate