

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. 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.
11. 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

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
MM	Mathematics
AM	Applied Mathematics
ST	Statistics-OR
CA	Computer Applications
CS	Computer Science
AI	Artificial Intelligence
IT	Information Technology
PY	Physics
EL	Electronics Science
CT	Computational Techniques
IC	IC Technology
CY	Chemistry
BC	Biochemistry
PL	Plant Sciences
PB	Plant Biology & Biotechnology
MB	Molecular Microbiology
AB	Animal Biotechnology
AS	Animal Sciences
BT	Biotechnology
MD	Medical Biotechnology
BI	Bioinformatics
ND	Nutrition & Dietetics
OA	Ocean Atmospheric Sciences
EN	English
PH	Philosophy
HN	Hindi
H1	Functional Hindi & Translation
H2	Hindi Literature
TL	Telugu

Subject Code	Subject of Study
UR	Urdu
AL	Applied Linguistics
TS	Translation Studies
CL	Comparative Literature
SH	Shabdhabodha Systems
SK	Sanskrit Studies
EG	English Language Studies
DS	Dalit & Adivasi Studies & Translation
EC	Economics
HS	History
PS	Political Science
SL	Sociology
AN	Anthropology
RS	Regional Studies
FS	Folk Culture Studies
EI	Social Exclusion & Inclusive Policy
ID	Indian Diaspora
HR	Human Rights
DN	Dance
KU	Dance Kuchipudi
BH	Dance Bharatanatyam
FO	Dance Folk
TA	Theatre Arts
PT	Painting
PR	Print Making
SC	Sculpture
AH	Art History
CC	Communication
	Communication (Radio & Video)
TR	
PN	Communication (Print & New Media)

Subject Code	Subject of Study
CM	Communication (Communication Studies)
HL	Health Communication
AP	Communication (Advertisement & PR)
BA	MBA-Business Administration
HC	Health Care & Hospital Management
MS	Management Studies
HF	Health Fitness & Life Style Management
MT	Materials Engineering
NT	Nano Sciences & Technology
MA	Mathematical Sciences
PY	Physics
CH	Chemical Sciences
SB	Systems Biology
NS	Nursing Science
OV	Optometry and Vision Sci.
LL	Language Sciences
NC	Neural and Cognitive Sci.
ME	Mineral Exploration
ES	Earth & Space Sciences
HP	Health Psychology
CP	Counseling Psychology
CO	Cognitive Sciences
GS	Gender Studies

3. Write “Yes” if you are willing to receive the degree in person at the Convocation, if not write “No”.
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

Office of the Controller of Examinations
Examination Section

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

Affix your latest
passport size
colour photograph

(For office records only)

Signature of the Candidate

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	



UNIVERSITY OF HYDERABAD

XVI Convocation to be held on 01-10-2014

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