



BHARATHIDASAN UNIVERSITY

(Accredited with "A+" Grade by NAAC in the Third Cycle)

TIRUCHIRAPPALLI – 620 024.

APPLICATION FOR OBTAINING U.G. / P.G. / M.Phil., / Ph.D., DEGREE/ DIPLOMA/ CERTIFICATE THROUGH TATKAL SYSTEM

Particulars of Remittance of Tatkal Fee				
Name of the Bank	DU. No.	Date	Amount	Mobile No.

Affix Latest
Colour Photo
3.5 cm x 4.5 cm

1.	Name of the Candidate (as entered in University Records in Block letters)	In English																			
		In Tamil																			
2.	Expansion of initial	In English																			
		In Tamil																			
3.	Date of Birth													3(a)	Sex (Tick appropriate box)	Male		Female		Transgender	
4.	Community (Tick appropriate box)	OC		BC		BCM		MBC / DNC		SC		SCA		ST		Physically Challenged		Visually impaired			
5.	Details of the Degree to which the application is now made																				
	Degree Qualified																				
	Subject / Major																				
	Examination Reg. No.																				
	Year of Passing																				
	Examination Centre Code																				
College / Centre for Distance Education																					
6.	Whether the candidate has already obtained a Degree? If so, give details (Copy to be enclosed)																				
Name of the University :																					
Name of the Degree :																					
Register No. & Year of Passing :																					
7.	Address for communication (If any unavoidable circumstance occurs the certificates will be sent to this address).										Pin code :										
	Phone No. (with STD code) :										Mobile No.:										
	Aadhaar No.:										E-mail Id :										

The above particulars are found correct in my best of my knowledge.

Station :

Date :

Signature of the Candidate

Certified that the particulars furnished have been verified and they are correct.

Received the Convocation Certificate

Signature of the Candidate with Date

FOR OFFICE USE		
Year of Convocation	Page No.	Seat Asst.



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INSTRUCTIONS TO THE CANDIDATES FOR APPLYING DEGREE / DIPLOMA CERTIFICATE THROUGH TATKAL SYSTEM

1. The candidates those who have failed to apply for Degree / Diploma Certificates through the College / Centre, can apply through **TATKAL SYSTEM**, on all working days.
2. The Degree / Diploma Certificate will be issued to individual candidate's in-person only.
3. They have to fill up and submit a separate application form issued by the **"HELP DESK"**.
4. The filled-in-application would be received only between **10.00 AM to 12.30 PM**.
5. The candidates those who apply for UG Degree Certificate should enclose a copy of the Provisional Certificate, Consolidated Mark Statement, Transfer Certificate, Aadhaar Card with prescribed fees by online payment.
6. The above candidates who apply for PG Degree Certificate, in addition to the above enclosures, should also enclose a copy of their basic Degree (UG Degree) Certificate.
7. The candidates should show their Identity Card like Aadhaar, Voter I.D or College ID proof, Driving License at the time of receiving the Degree / Diploma Certificate.
8. The candidates who have qualified for their programme in **November 2017** and after they should affix their passport size photo (size 3.5 cm x 4.5 cm) in the TATKAL Application form.
9. Students who have completed their studies during the current academic year are eligible to apply the Degree / Diploma Certificates through **TATKAL SYSTEM only after the Convocation**.
10. The Degree / Diploma Certificates requested through Tatkal, will be issued in the evening of the day itself. If any unavoidable circumstances occur the certificates will be issued within the next day evening.
11. Defective Application in any form or insufficient in particulars will be summarily rejected.
12. **Duplicate Degree Certificate will not be issued through Tatkal System.**
13. Fees particulars including Tatkal charges are as follows:

FEES PARTICULARS (INCLUDING TATKAL FEES)

Current Year	After 1 to 4 Years	5 to 10 Years	11 to 14 Years	15 to 20 Years	Above 20 Years
Rs.2,800/-	Rs.3,600/-	Rs.5,200/-	Rs.6,000/-	Rs.7,000/-	Rs.9,500/-

14. Fees once paid will not be refunded / Transferred for any other purpose.
15. The prescribed fees should be paid through online payment only (Q.R. Code facility is available at University).

ENCLOSURES:

1. Copy of the Provisional Certificate, Consolidated Marks Statement
2. Transfer Certificate issued by the affiliated College Principal / Director of Centre for Distance Education / Head of the Department of our University Department.
3. Candidates who apply for Post Graduate Degree must enclose their UG Degree Certificate / Basic Degree copy.
4. Copy of Aadhaar Card / Voter I.D. / College I.D
5. One Passport Size Photo should be affixed in the application form (Size 3.5cm x 4.5cm).

CONTROLLER OF EXAMINATIONS.