



**VINAYAKA MISSION'S
RESEARCH FOUNDATION**
(Deemed to be University under section 3 of the UGC Act 1956)

Photo attested

Directorate of Distance Education, Salem - 636308

APPLICATION FOR CONVOCATION / DEGREE CERTIFICATE

Candidate should read the instructions very carefully before filling in the columns

1.	Name of the Student (As registered in the University Records)	:	
2.	Father's Name	:	
3.	Sex & Date of Birth	:	
4.	Registration No.	:	
5.	Name of the Course Studied	:	
6.	Month & Year of passing	:	
7.	Contact No. & e-Mail ID	:	
8.	Details of Payment	:	DD / NEFT
9.	Amount in Rs.	:	
10.	DD no./ NEFT Transaction ID	:	
11.	Name of the Bank and Branch	:	
12.	Whether obtained Provisional Certificate	:	
13.	Name of the Information Centre	:	
14.	Complete address with PIN code for Communication	:	

I hereby declare that the details & information furnished above are true & correct.

Date:

Signature of the Candidate

Place:

Instructions to the candidates to submit the application for Convocation / Degree Certificate

1. The application should be filled in with block letters.
2. The following Documents are to be enclosed with the application form
 - (a) Copy of SSLC Marksheet
 - (b) Copy of HSC / Equivalent Marksheet
 - (c) Copy of Under Graduate Degree certificate for Post Graduate Candidate
 - (d) Copy of Under Graduate Degree certificate and Post Graduate degree certificate for M.Phil Candidate
 - (e) Copy of Marks sheets issued from this University
 - (f) Copy of Provisional Certificate if received from this University
3. The Convocation / Degree fee is Rs.2000/-. For Tatkal mode the fee is Rs.4000/-.
In addition to that a Search fee / Late fee Rs. 1000/- is applicable
 - Total fee : Degree fee + Search / Late fee.
4. The total fee can be paid either by DD drawn in favour of the “DDE, VMU” payable at Salem or through NEFT payment to the following account.

Current Account Name	:	Vinayaka Missions Research Foundation (Deemed to be University),
Account No.	:	188702000000176
IFSC Code	:	IOBA0001887
Bank	:	Indian Overseas Bank, Vinayaka Missions Educational Inst. Campus (1887), NH 47, Main Institutions Admn. Building NH-47, Attayampatti (TP), Salem - 636308.
5. Address to which the Degree certificate is to be sent must be complete with postal/ZIP code.
6. Contact details including mobile number and e-Mail ID are to be mentioned in clear.
7. The duly filled in application along with necessary documents and DD / proof of NEFT payment should be submitted to **The Deputy Registrar (Admission & Finance)**, Directorate Distance Education, Vinayaka Missions Research Foundation (Deemed to be University), Ariyanoor, Salem – 636 308, TN.

For further details contact dde.admission@vmu.edu.in / sysadmin@vmu.edu.in