

IMPORTANT INSTRUCTIONS TO CANDIDATE

1. All the eligible candidates who have completed their study/internship and obtained/applied for their (final) Provisional Pass certificate may submit their convocation application with the Countersignature of the Dean/Principal of the Institution concerned either through the Institution or directly by Registered post to the Controller of Examinations of this University.
2. 'IN PERSON' means that the candidate has to be present himself/herself physically at the time of convocation to receive the Degree/Diploma. '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.
3. Application for receiving a Degree/Diploma 'IN PERSON' should reach this office in time fixed by the University. The exact date of Convocation will be notified in the Dailies. A CARD OF ADMISSION to Convocation will be sent from the University before the date of Convocation to the candidates who have applied for receiving the Degree/Diploma 'IN PERSON'. The application not received in time will be treated as 'IN ABSENTIA'.
4. The following duly attested by a **Gazetted Officer should be enclosed** with this application (a) copy of SSLC mark sheet (b) copy of HSC/Equivalent Mark sheet (c) copy of (final) Provisional Pass Certificate (d) Copy of Registration certificate with respective council and (e) copy of the Under Graduate degree certificate in the case of P.G applicants
5. The following **should also be enclosed** 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)
6. (a) **The revised Convocation fees** prescribed with effect from February 2014 are :

| S.No | COURSE | MEDICAL | DENTAL | INDIAN MEDICINE & HOMOEOPATHY | ALLIED HEALTH SCIENCES & ALLIED HEALTH SCIENCE COURSES |
|------|--------------------------|----------|--------|-------------------------------|--|
| 1. | Under Graduate | 1500/- | 1500/- | 1000/- | 1000/- |
| 2. | Post Graduate & Diploma | 3000/- | 3000/- | 1500/- | 1500/- |
| 3. | Higher Specialities | 5000 | - | - | - |
| 4. | Ph.D. | 7500/- | 7500/- | 7500/- | 7500/- |
| 5. | Fellowship | 5000/- | 5000/- | - | - |
| 6. | D.Sc. | 10,000/- | - | - | - |
| 7. | Post Doctoral Fellowship | 10,000/- | - | - | - |

Those who have already paid the Convocation fees while applying for Provisional Certificate or along with the Examination fees need not remit again.

(b) PENAL FEE FOR IN-PERSON CANDIDATES WHO HAVE FAILED TO ATTEND THE CONVOCATION :

| Sl.No. | DURATION | AMOUNT (in Rs.) |
|--------|---------------------------|-----------------|
| 1. | Upto 3 Months | 1,000/- |
| 2. | Above 3 Months to 1 year | 2,000/- |
| 3. | Above 1 year to 5 years | 6,000/- |
| 4. | Above 5 years to 10 years | 11,000/- |
| 5. | Above 10 years | 16,000/- |

(c) REVISION OF ADDITIONAL FEE FOR ISSUE OF DEGREE CERTIFICATE FOR IN-ABSENTIA / NOT APPLIED CANDIDATES

| Sl.No. | DURATION | AMOUNT (IN Rs.) |
|--------|---------------------|----------------------------|
| 1. | Less than 3 Months | 1,000/- |
| 2. | Upto 3 years | 5,000/- |
| 3. | 3 years to 10 years | 10,000/- |
| 4. | Above 10 years | 10,000/- + 2,000/-per year |

7. The prescribed fee should be sent only in the form of a crossed Demand Draft drawn on any Nationalized Banks/Scheduled Banks in favour of the Registrar, The TamilNadu Dr. M.G.R. Medical University, payable at Chennai. On the backside of the D.D. the candidate should write his/her name, Registration Number, course and institution. This fee can also be remitted into the I.O.B Branches counter at the University premises and the cash remittance challan be enclosed with the application. **The fees once remitted by the candidate will not be refunded.**

REGISTRAR i/c.

 Address for sending communication :

To

Pin Code

2) To

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Pin Code.....