

Krishna University

Procedure for Obtaining the Original Degree

1. The fourth convocation of Krishna University is proposed to be held in the month of April.2017. All UG, PG and Ph.D candidates who qualified for the award of degree from 1st September 2015 to 31st March 2017 are eligible to apply for the original degree in the fourth convocation.
2. All PG(M.Pharm/MCA/MBA/M.Sc/M.A/MHRM/M.Ed./M.Com) and Ph.D candidates who are qualified for the award of degree from 1st September 2015 to 31st March 2017 are eligible to receive degree **in person** in fourth convocation.
3. All UG(B.A/B.Com/B.Sc/B.Ed/B.P.Ed/B.Ed (Spl.)/B.H.M/B.C.A/B.B.M/B.A OL/LL.B/B.A.LL.B/B.Pharmacy/Pharm D/B.Tech/Diploma) who are qualified for the award of degree from 1st September 2015 to 31st March 2017 are eligible for applying to receive degree **in absentia** for the 4th Convocation. The original degree will be posted to such candidates immediately after the convocation.
4. The candidates who are qualified for the award of degree up to 31st August 2015 are eligible to receive original degree after payment of fee as per table-A and can apply through online for original degree **in absentia** only .
5. All the candidates who are qualified for the award of degree from 1st April 2017 onwards are eligible for award of degree in Tatkal category.
6. Step by step procedure for applying original degree is as follows.
 - i. Payment of Examination Fee
 - ii. Filling of Online Application
 - iii. Printing of Online Application
 - iv. Filling of subject particulars and obtaining the signature of the Principal
 - v. Enclosing copy of Certificates as mentioned in column 11.
 - vi. Submission of Application either by Speed Post or by hand in the office of the Controller of Examinations

7. Step-1: Payment of Examination Fee

- i. Click on “**Application for Original Degree**” Option available in the Examinations tab in the University website (<http://www.krishnauniversity.ac.in>)
- ii. Click on “**Payment of Examination Fee**” option
- iii. Click “**I have read and accept the license terms**” and click on **Proceed** button.
- iv. Select appropriate payment category
(***Examination Fee-UG / Examination Fee-UG / Examination Fee-Others***)
- v. Fill the required details and choose Fee category as “**TATKAL ORIGINAL DEGREE FEE**”
- vi. Fill the Amount column as per Table-A
- vii. Press submit button
- viii. Payment can be made either by Credit Card/Debit Card/ Net Banking/Offline Mode
- ix. Candidates who are desired to pay by Credit Card/Debit Card/Net Banking are required to choose appropriate options for payment, pay the amount and take the printout of the receipt.
- x. Candidates who are desired to pay by “**Other payment modes**” are required to take print out of **SBI online challan** and pay the amount at any nearest State Bank of India branch and take the receipt.
- xi. After payment of fees, kindly note down the “**SBI Collect Reference Number**”, **amount paid** and **date of payment**.

Table-A	
Fee for Original Degree	
<u>During Convocation</u>	
In Person	Rs. 600/-
In Absentia	Rs. 800/-
<u>After Convocation (w.e.f. 01.04.2017)</u>	
Year of Applying from their year of passing	Amount
Within a year	Rs. 800/-
After 1 st year and within 4 th year	Rs. 1050/-
5 th Year	1450
6 th Year	1850
7 th Year	2250
8 th Year	2650
9 th year	3050
10 th Year	3450
After 10 th year onwards	Rs.3450+ Rs.1,000/ per each year
Tatkal	Fee calculated in the above Criteria plus Rs.1000 extra
<u>Before Convocation (w.e.f. 01.04.2017)</u>	
Rs.2000/-	

Note : Tatkal Fee up to 31.03.2017 is Rs. 1500/- (Before or after Convocation)

8. Step-2: Filling of Application online:

- i. Click on "**Application for Original Degree**" Option available in the Examinations tab in the University website (<http://www.krishnauniversity.ac.in>)
- ii. Click on "**Filling of Online Application**" option
- iii. Select Appropriate Category of Application (During 4th Convocation / Tatkal OD – After Convocation/ Tatkal OD – Before Convocation)
- iv. Students of Autonomous shall select **Autonomous**

- v. Enter the name of the candidate and father name of the candidate as per the SSC certificate.
- vi. Address should be entered carefully.
- vii. Fill all the details carefully
- viii. Verify all the particulars thoroughly twice before saving
- ix. If all options are correct and satisfied by the candidate then choose **“Save & Print”** option
- x. Note down the **“Application Number”**

9. Step-3: Printing of Online Application :

- i. Click on **“Application for Original Degree”** Option available in the Examinations tab in the University website (<http://www.krishnauniversity.ac.in>)
- ii. Click on **“Printing of Online Application”** option
- iii. Enter your **“Hall ticket number”** and **“Application Number”** and press the **“Print”** button.
- iv. Take the Printout of Application and Take two Xerox copies

10. Step-4: Filling of subject particulars and obtaining the signature of the Principal

- i. Students are required to fill all the subject particulars according to marks memos.
- ii. Students are required to sign in at appropriate place at first page with date.
- iii. Obtain the signature of the Principal along with stamp and seal at first page.
- iv. Students are required to sign with date on the **“Declaration by the Candidate”** page along with Place & date

11. Step-5: Enclosing of Certificates :

- i. The candidate is instructed to be very carefully about the entries to be made in all the columns.

- ii. All entries should be made in candidates own hand writing and he/she will be held responsible for any incorrect entry that he/she makes.
- iii. Signature of the Student with date and The Principal with seal and date is compulsory on the **Printed Copy of Online Application.**
- iv. The following self attested certificate/document's shall be enclosed along with application
 - 1. SSC Certificate or its equivalent
 - 2. Provisional certificate of the qualifying degree
 - 3. Xerox copy of all marks memos/ Grade Cards
 - 4. Online payment receipt
 - 5. Xerox copy of the college identity card.
 - 6. Self addressed A4 size envelope cover

12. Step-6: Posting of Application:

- i. Duly filled in Online Application along with all the enclosures as mentioned in Step-5 should be kept in A4 size cloth cover superscripted with **“Application for Original Degree”**
- ii. Write **To address** as

**To
Controller of Examinations,
Krishna University,
Machilipatnam – 521001.**

- iii. Write From Address
- iv. Submit Application either by speed post or by hand at Office of the Controller of Examination, Krishna University, Beside Godugupeta Sivalayam, Godugupeta, Machilipatnam-521001
- v. OD Applications During 4th Convocation shall reach on or before 06.04.2016 up to 5 PM .