

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI – 620 024.

**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** only, on all working days.
2. The Degree / Diploma Certificates 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 "Student Affairs Section".
3. The filled-in-applications would be received only between **10.00 AM and 12.30 PM.**
4. The candidates those who apply for UG Degree Certificate should enclose the copy of the Provisional Certificate, Consolidated Mark Statement, Transfer Certificate, Aadhaar Card with prescribed fees by Demand Draft or by online payment receipt.
5. In addition to the above candidates who apply for PG Degree Certificate, should enclose the copy of their basic Degree (UG Degree) Certificates also.
6. The candidates should show their identity card like Aadhaar, Driving License or College ID proof at the time of receiving the Degree / Diploma Certificate.
7. Candidates should not apply for two Degree Certificates at a time.
8. The candidates who have qualified for their programmes November 2017 onwards should affix their passport size photo (size 3.5 cm x 4.5 cm) in the space provided in the Tatkal Application form.
9. Students who completed their studies during the current academic year are eligible to apply the Degree Certificates through **Tatkal System Only** the Convocation function of the Bharathidasan University is over.
10. The Degree / Diploma Certificates will be issued in the evening of the day itself. If any unavoidable circumstances occur the certificates will be issued in the next day evening only.

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. 1800/-	Rs. 2600/-	Rs. 4200/-	Rs. 5000/-	Rs. 6000/-	Rs. 8500/-

14. Fees once paid will not be refunded / Transferred for any other purpose.
15. The prescribed fees should be paid only through Demand Draft / online payment only.
16. The demand draft should be drawn in favour of “Bharathidasan University” payable at Tiruchirappalli – 620 024.
17. The candidates should write their Name, Register Number, Subject, College, Centre Code Number and Mobile Number on the reverse side of the Demand Draft to ensure that the payment is accounted to respective candidates only.
18. To avoid delay / disappointment while purchasing Demand Draft at the campus Branch of the bank functioning here, due to crowd, it is better the candidates should come with Demand Draft for prescribed fees.

CONTROLLER OF EXAMINATIONS