



Dr. NTR UNIVERSITY OF HEALTH SCIENCES:: AP::VIJAYAWADA- 520 008

**EIGHTEENTH ANNUAL CONVOCATION TO BE HELD
IN March / April, 2014**

INSTRUCTIONS TO APPLY FOR DEGREE CERTIFICATES

1. All the students of PG / Ph.D courses declared successful in the examinations conducted between December, 2012 and December, 2013 pertaining to Super speciality Degree, Post graduate Degree, Post graduate Diploma and Doctorate courses are eligible to receive the Degree certificates "IN PERSON" or "IN ABSENTIA".
2. All the Undergraduate students who have completed their internship between December, 2012 and December, 2013 are eligible to apply for award of Degrees "IN ABSENTIA" of the convocation only. Degrees will not be awarded "IN PERSON" for Undergraduates.
3. Such of those students for whom compulsory internship is not applicable but have passed their examination between December, 2012 and December, 2013 are also eligible to receive the Degree certificates "IN ABSENTIA" at the Convocation to be held in 2014.
4. The filled-in Application Form should be submitted in person or by post to the Controller of Examinations, Dr. NTR University of Health Sciences, A.P. Vijayawada, so as to reach on or before **05-03-2014** duly enclosing all the required documents and Demand Draft as directed in the instructions / guidelines given in the concerned application form.
5. Applications received after **05-03-2014** will not be considered.
6. The exact date, time and venue of the Convocation will be published in due course.
7. **The candidates applying for Degrees "IN PERSON", for the Ph.D., M.Ch., DM. and Medal / Prize winners only will be called on to the dais for receiving the Degrees / Medals / Prizes. All other candidates (Post graduates) have to receive the Degrees in their respective seats only and will not be called on to the dais during the Convocation.**

Code No. ①

IN PERSON ONLY

A. 18th Annual Convocation

**Dr. N.T.R. UNIVERSITY OF HEALTH SCIENCES, ANDHRA PRADESH
VIJAYAWADA-520008**

APPLICATION FOR ADMISSION “ IN PERSON TO THE 18th CONVOCATION-2014 ”
(To be filled up and submitted by those who are applying for issue of Permanent Super
Specialty Degree / PG Degree / PG Diploma / PhD. Degrees of all courses in person. Please
read the instructions before filling up).

1) Full Name of the Candidate :

2) Surname of the Candidate :

3) Name of Father / Mother of the Candidate:

4) a) Permanent Degree / Diploma Certificate Applied for : _____

b) Month & Year of Passing : _____

c) Registered No. (H.T.No. _____)

d) College where Studied and Passed. _____

5) Details of fee paid:

a) Amount : Rs. _____ b) DD/Pay Order No. _____

c) Date. _____ d) Name of the Bank : _____

e) Place: _____

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**Please affix
here your
latest
passport
size
photograph
duly
attested**

FOR THE USE OF Dr. NTR UHS EXAMINATIONS WING

1) TR Page No. _____

2) Sl.No. & Page No. of the Permanent Degree Issue Register (In Person) _____

3) Degree Certificate Sl.No. _____

Submitted:

All the details have been verified.

Jr.Asst.

Sr.Asst.

Supdt.

AR

DR

JR

COE

6) Full Postal Permanent and Correspondence address (with PIN Code)

Permanent

Correspondence

8) Telephone / Cell Phone No.

Station :

Date : (Signature of the Applicant)

FOR THE USE OF PRINCIPAL ONLY

Certified that the details furnished above by Dr. _____ are verified and found correct. The applicant has no dues to this College. Hence, there is no objection for issue of Super Specialty Degree / PG Degree / PG Diploma / PhD./ UG permanent Degree Certificate to him / her.

Station :

Date : (Signature of the Principal with office seal)

NOTE:

The candidates applying for degrees “IN PERSON”, for the Ph.D., M.Ch., DM. and Medal / Prize winners only will be called on to the dais for receiving the Degrees / Medals / Prizes. All other candidates (Post graduates) have to receive the degrees in their respective seats only and will not be called on to the dais during the Convocation.

INSTRUCTIONS / GUIDELINES TO THE APPLICANTS

1) USE ONLY CAPITAL LETTERS.

2) Applications must be routed through the Principal of the College where the candidate has studied the Super Specialty /PG Degree / PG Diploma / PhD. Degree Courses.

3) Column No.1 & 2: Full Name:

a. It should be written as spelt in the UG Degree Certificates by those who are applying for Super Speciality /PG Degree / PG Diploma / PhD. Certificates.

b. In case of those who want to obtain Super Specialty / PG Degree / PG Diploma / PhD./ UG Degree Certificates as per the changed Name / changed Surname, the Full Name must be written as spelt in the AP Gazette, Proceedings of the Dr. NTR University of Health Sciences OR any other Educational Authority.

4) Passport Size Photographs:

a. One Photograph should be affixed on the Application Form duly attested by the Principal of the college where the applicant has studied and passed.

b. One Photograph should be kept in an envelope and is to be enclosed to the Application.

5) Column No.5: Details of fee:

DD / Pay Order for **Rs.1500/-** for obtaining PG Degree MD / MS / MDS / MD(Ayur) / MD(Homoeo) / MD(Unani) / PG Diploma / Super Specialty/ Ph.D. Degree Certificates and for M.Sc (N) / M.Sc (M) / MPT degree certificates an amount of Rs. 1000/-. is to be obtained from any Nationalized Banks as payable at Vijayawada in favour of THE REGISTRAR, Dr. NTR UNIVERSITY OF HEALTH SCIENCES, VIJAYAWADA.

6) Column No. 6: Full postal permanent and Correspondence Address:

This is required by Dr. NTR UHS for clarifications if any.

7) Column No.7 : Tele / Cell Phone No.:

This is required by Dr. NTR UHS for clarifications if any.

8) Filled in application forms should be sent to the “**CONTROLLER OF EXAMINATIONS**” Dr. NTR University of Health Sciences, Vijayawada only on or before **05-03-2014**The envelope containing filled in application should be superscribed “CONVOCATION 2014”

ENCLOSURES:

The following documents are to be enclosed.

1) Attested copies of MBBS Degree Certificate and Provisional Certificate for PG Degree/ Diploma /Super Speciality / PhD.

2) Those candidates who want to obtain their Degree Certificates as per the changed Name / changed Surname should submit attested copy of AP Gazette / Proceedings of Dr. NTR University of Health Sciences or any other Educational authority.

3) All enclosures must be securely tagged to the application.

4) Envelope containing the Passport size photograph should be kept at the bottom of all the enclosures.

5) DD / Pay Order should be kept on top of the application.

6) There is no need to enclose a self addressed envelope either with stamps or without stamps.

P.T.O.

Address and Telephone Numbers of the candidates shall be written in the following space
(two copies)

TO

_____,

_____,

_____,

_____,

PIN:

Telephone No: _____

Mobile No.: _____

TO

_____,

_____,

_____,

_____,

PIN:

Telephone No: _____

Mobile No.: _____

Code No. ②

IN ABSENTIA ONLY

B.

18th Annual Convocation

**Dr. N.T.R.UNIVERSITY OF HEALTH SCIENCES, ANDHRA PRADESH
VIJAYAWADA-520008**

APPLICATION FOR DEGREE "IN ABSENTIA TO THE 18th CONVOCATION - 2014"
(To be filled up and submitted by those who are applying for issue of Permanent Degrees of Super Speciality / PG Degree / PG Diploma / UG courses of all Systems of Medicine. Please read the instructions before filling up).

1) Full Name of the Candidate :

2) Surname of the Candidate :

3) Name of Father / Mother of the Candidate:

4) a) Permanent Degree / Diploma Certificate Applied for : _____

b) Month & Year of Passing : _____

c) Registered No. (H.T.No. _____)

d) College where Studied and Passed. _____

5) Details of fee paid:

a) Amount : Rs. _____ b) DD/Pay Order No. _____

c) Date. _____ d) Name of the Bank : _____

e) Place: _____

6) Details of Internship:

a) From: _____ To _____

b) Hospital where Internship was done: _____

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FOR THE USE OF Dr. NTR UHS EXAMINATIONS WING

1) TR Page No. _____

2) Sl.No. & Page No. of the Permanent Degree Issue Register (In Absentia) _____

3) Degree Certificate Sl.No. _____

Submitted:

All the details have been verified.

Jr.Asst.

Sr.Asst.

Supdt.

AR

DR

JR

COE

7) Full Postal Permanent and Correspondence address (with PIN Code)

<u>Permanent</u>

<u>Correspondence</u>

8) Telephone / Cell Phone No.

Station :

Date :

(Signature of the Applicant)

FOR THE USE OF PRINCIPAL ONLY

Certified that the details furnished above by Dr./ Mr./ Ms. _____ are verified and found correct. The applicant has no dues to this College. Hence, there is no objection for issue of Super Specialty Degree / PG Degree / PG Diploma / PhD. / UG Permanent Degree Certificate to him / her.

Station :

Date :

(Signature of the Principal with office seal)

INSTRUCTIONS / GUIDELINES TO THE APPLICANTS

1) **USE ONLY CAPITAL LETTERS.**

2) Application must be routed through the Principal of the College where the candidate has studied the Super Specialty Degree /PG Degree / PG Diploma / PhD./UG Degree Course.

3) **Column No.1 & 2: Full Name:**

- a) It should be written as spelt in the Intermediate or its Equivalent Certificate by those who are applying for UG Degree Certificates.
- b) It should be written as spelt in the UG Degree Certificate by those who are applying for Super Specialty Degree /PG Degree / PG Diploma / PhD. Certificates.
- c) In case of those who want to obtain Super Specialty / PG Degree / PG Diploma / Ph.D. Degree / UG Degree Certificates as per the changed Name / changed Surname, the Full Name must be written as spelt in the AP Gazette, OR Proceedings of the Dr. NTR University of Health Sciences OR any other Educational Authority.

4) **Passport Size Photographs:**

- a) One Photograph should be affixed on the Application Form duly attested by the Principal of the college where the applicant has studied and passed.
- b) One Photograph should be kept in an envelope and is to be enclosed to the Application.

5) **Column No.4 (a) Permanent Degree Certificate applier for:**

Please specify whether applying for issue of Permanent MBBS/ BDS/ BHMS/ BAMS/ BNYS/ BUMS/ B.Sc. (N) / BPT/ B.Sc. (MLT) Degree Certificate or whether applying for issue of Permanent DM/M.Ch./ Ph.D / MD/ MS/ MDS/ MD (Ay)/ MD (Homoeo)/MD (Unani)/ M.Sc. (Applied Nutrition)/ MPT / M.Sc.(Nursing) / M.Sc (Medical) Degree Certificate. Also, please specify within brackets the concerned speciality of the Faculty, without fail.

6) **Column No.5: Details of fee:**

- a) For obtaining Super Specialty / MD / MS / MDS / MD(Ayur) / MD(Homoeo) / MD(Unani) / PG Diploma / Ph.D. Permanent Degree Certificates, an amount of **Rs.2,500/-** and for M.Sc(N) / M.Sc (Medical) / MPT / M.Sc (Applied Nutrition) Degree Certificates an amount of **Rs. 1500/-** by way of D.D. / Pay order is to be enclosed.
- b) For obtaining UG Permanent Degree Certificates, an amount of **Rs.500/-** by way of D.D. / Pay order is to be enclosed.
- c) D.D./ Pay Order is to be obtained from any Nationalised Bank payable at Vijayawada in favour of THE REGISTRAR, Dr. NTR UNIVERSITY OF HEALTH SCIENCES, VIJAYAWADA.

7) **Column No.6: Details of Internship:**

It should be filled up by those who are applying for UG Permanent Degree Certificate only.

8) **Column No.7: Permanent Address:**

This is required by Dr. NTR UHS to contact the person for clarification if any from the applicant before issuing or after issuing the Degree Certificates.

All Correspondence shall be done to this address only.

9) **Column No.8 : Tele Phone / Cell Phone No.**

This is required by Dr. NTR UHS to contact the person for clarifications if any.

- 10) Filled in application forms should be sent to the
“**CONTROLLER OF EXAMINATIONS**” Dr. NTR University of Health Sciences,
Vijayawada only on or before **05-03-2014**. The envelope containing filled in
application should be superscribed “CONVOCATION 2014”

ENCLOSURES:

The following documents are to be enclosed.

B) **Common to all Applicants:**

- 1) Those candidates who want to obtain their Degree Certificates as per the changed Name / changed Surname should submit attested copy of AP Gazette / Proceedings of Dr. NTR University of Health Sciences or any other Educational authority.
- 2) All enclosures must be securely tagged to the application.
- 3) Envelope containing the Passport size photograph should be kept at the bottom of all the enclosures.
- 4) DD / Pay Order should be kept on top of the application.
- 5) There is no need to enclose a self addressed envelope either with stamps or without stamps.

C) **By those who are applying for issue of Permanent Super Specialty /PG Degree / PG Diploma / Ph.D. Degree Certificates only:-**

- 1) Attested copy of Permanent Degree Certificate
- 2) Attested copy of PG Degree Provisional Certificate
- 3) Attested copy of PG Diploma Provisional Certificate
- 4) Attested copy of Super Specialty Provisional Certificate.

D) **By those who are applying for issue of Permanent UG Degree Certificates only:-**

- 1) Attested copy of Intermediate or Equivalent Certificate.
- 2) Attested copy of Internship Certificate issued by the Principal of the concerned Medical College.
- 3) Attested copy of UG Degree Provisional Certificate
- 4) Attested copy of Temporary/Permanent Registration Certificate as proof of having registered themselves with MCI/DCI/INC etc.
- 5) Attested copies of individual Marks Memos of 1st to Final year of UG Degree Exams (only if the Official Transcript is not yet been issued by Dr. NTRUHS)
- 6) Attested copy of G.O. on transfer of candidate from one college to another college during the Internship Period.

Address and Telephone Numbers of the candidates shall be written in the following space
(two copies)

TO

_____,

_____,

_____,

_____,

PIN:

Tele No. _____

Mobile No. _____

TO

_____,

_____,

_____,

_____,

PIN:

Tele No. _____

Mobile No. _____