



MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL. 624 102.

**FOR ALL REGULAR COURSES/
DIRECTORATE OF DISTANCE EDUCATION
(ALL COURSES OF AFFILIATED/AUTONOMOUS COLLEGES , DDE , ELP
ONLY IN ABSENTIA)**

IN PERSON
IN ABSENTIA

Address to which the communication
to be sent as given in column (5)

ONLINE PAYMENT- E.RECEIPT
REFERENCE No.
Amount `
Date of payment

One Passport size
photo to
be affixed here

**Another Passport size photo to be enclosed along with the application
APPLICATION FOR ADMISSION TO THE CONVOCATION YEAR**

- Note:** 1) The application with the required fee etc., should reach this office on or before -----
2) The procedure of sending this application should be strictly followed (vide instruction No.5)
3) Candidates should read the instructions very carefully before filling the columns.

Name of the Degree for which application is made	Class obtained	Subject	Centre of last appearance	Register Number	Month	Year
					(Year of qualifying for the Degree)	

1. Name of the candidate in English

in Tamil

2. Expansion of initial in Tamil:

3. Name of the father in Tamil:

4. Name of the Mother in Tamil:

5. The address to which the
communication is to be sent
(Phone No.)

6. For Candidates taking degree M.A./M.Phil./Ph.D./D.Litt. (Register number of the latest appearance should be given)	Degree	Subject	Register No.	Month & Year	Class
7. If the candidate had already been admitted to a convocation for any degree either in person or in absentia state.	Degree	Date of Convocation		Name of the College/ University studied last	

8. Whether previous application was ever made for admission to this degree and if so state the year. Also state whether the application was rejected, if so, the reasons therefore.

9. Enclosures:

- 1)
- 2)
- 3)
- 4)
- 5)

10. Whether attested copy as per Instruction No. 9 has been enclosed.

Station:

Date:

Signature of the candidate

FORWARD

Principal/Office Seal

Signature of the Head of the

Department of University

Office seal with Date



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IN PERSON/IN ABSENTIA

CONVOCATION
INSTRUCTIONS TO CANDIDATES

1. Application with the required fee etc., should reach this office on or before -----
2. Application not in the form prescribed or defective in particulars or received after the prescribed last date will not accepted and the fee remitted cannot be refunded under any circumstances.
3. **Application received without the Passport size photos will not be accepted.**
4. Candidates shall remit the fee through online payment only.
5. D.Litt./Ph.D./M.Phil./M.A. and Diploma candidates of the University Department should send their application forms directly to the Controller of Examinations. Mother Teresa Women's University, Kodaikanal-624 102.
6. UG/PG/M.Phil/Diplomas and Certificates offered by the Affiliated Colleges, Candidates should send their Application **Form through the Principal to the Controller of Examinations Mother Teresa Women's University, Kodaikanal-624 102.**
7. Enquiries from candidates as to the receipt of their application in this office will not receive attention. Candidates are therefore advised as a safeguard against miscarriage or non-delivery of applications, to submit the same much earlier than the prescribed date by registered post with acknowledgement due.
8. The Annual Convocation will be conducted every year and the the candidates admitted in Absentia to the degrees can obtain the degree by post from the Controller of examinations of the University.
9. **D.Litt./Ph.D./M.Phil./M.A. and Diploma CANDIDATES SHOULD ENCLOSE THE ATTESTED COPY OF THEIR PREVIOUS DEGREE/DIPLOMAS: Application received without the attested copy of PREVIOUS DEGREE will be rejected.**

CANDIDATES WHO HAVE NOT OBTAINED THEIR PREVIOUS DEGREE/ DIPLOMA IN A CONVOCATION SO FAR ARE NOT ELIGIBLE TO APPLY FOR THE ABOVE SAID DEGREES FOR THE PRESENT CONVOCATION AND THEIR APPLICATIONS WILL BE SUMMARILY REJECTED.

For example: If a candidate applies for M.Phil. Degree, she should enclose the attested Xerox copy of the M.A./M.Sc., Degree / Diplomas – Like wise for M.A. Degree she should enclose the attested Xerox copy of the B.A/B.Sc. Degree.

10. The fee for admission to the convocation:

Ph.D

In person ` 1000

In Absentia ` 800

PG//M.Phil./M.ED., University Departments/Affiliated/Autonomous Colleges/DDE

In person ` 800

In Absentia ` 600

UG//B.ED/P.G Diploma/B.Ed., Speical Education(MR)- University Departments/Affiliated/Autonomous Colleges/DDE

In person ` 420

In Absentia ` 370

Other

Diploma/Cerificates ` 200

1. **The fee once paid will not be refunded or held over for a subsequent CONVOCATION.**
2. The remittance should be made only by Online Payment. Demand Draft, Money Orders, Cheques, Postal Orders and Treasury Chalans will not be accepted.
3. Last date of Submission **22.12.2017** and the filled in application **should be submitted to: The Controller of Examinations, Mother Teresa Women's University, Kodaikanal.**
4. A card of Admission will be sent from this office five days before the date of convocation of the candidates who have applied for getting the degrees in Person.
5. Column Nos. 1 and 2 (Name of the candidate in Tamil and Expansion of Initials) should be furnished in Tamil.
6. Candidates must appear in their correct academic robes as prescribed below: **(for in person Candidates)**

D.Litt : A Mauve gown and scarf a scarlet silk or stuff One Centimetre wide and two metres long with a fringe of the same colour six centimeters deep.

Ph.D : A white gown and a scarf of scarlet silk or stuff 1 c.m. wide and 2 metres long with a fringe of the same colour 6 c.m. deep.

M.Phil. : A light green gown and a scarf or scarlet silk or stuff 1 c.m. wide and 2 metres long with a fringe of the same colour 6 c.m. deep.

M.A. : A gown made of black silk or stuff, cut like the Cambridge M.A. gown.