



YOGI VEMANA UNIVERSITY KADAPA – 516005

Guidelines for the submission of Online Application for obtaining the Degree Certificate at 11th, 12th and 13th Convocation(s)-April, 2024

Extension of Registration of Online Application form	: 04/04/2024
Last date for online Registration	: 08/04/2024
Last date for uploading online application form	: 10/04/2024

The application should be submitted through on-line only at, www.Convocation.yvuexams.in Candidates who wish to apply for Convocation are requested to fill the particulars carefully in online Application. The required information in order to fill the columns of the application like name of the candidate, name of the father, mother and date of birth etc., should be collected only from the relevant documents like 10th class / SSC certificates and they should be in the same style and form. A separate registration is required for UG, PG and Ph.D. Courses.

Eligibility

Category I

Ph.D degree awardees are eligible in this category. Only candidates who possess the lower degree certificates are eligible to apply for convocation. Ph.D degrees will be awarded *in-person*.

Category II

B.Tech./M.A./M.Sc./M.Com./M.B.A./M.C.A./M.Ed./M.P.Ed., (2021, 2022 & 2023) The candidates who have passed out during the above mentioned years and obtained their Provisional Certificates are eligible to receive their Degree certificates in this Convocation. Candidates who pursued these courses are entitled for receipt of degree certificate either *in-person* or *in-absentia*. Candidates who applied for receipt of degrees *in-person* only will be admitted to convocation venue. **Only candidates who possess the lower degree certificates are eligible to apply for convocation.**

Category III

L.L.B.,(2021, 2022 & 2023)/B.P.Ed.,(2021, 2022 & 2023) /B.Ed.,(2021, 2022 & 2023):

The candidates who have passed out during the above mentioned years and obtained their Provisional Certificates are eligible to receive the Degree Certificate certificates in this Convocation. The candidates pursued to this category have to apply only *in-absentia* for the degree certificates. **Only candidates who possess the lower degree certificates are eligible to apply for convocation.**



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Category IV

B.A./B.Sc./B.Com./B.B.M./B.C.A.,(2021, 2022 & 2023): The candidates who have passed out during the above mentioned years and obtained their Provisional Certificates are eligible to receive their Degree Certificates in this Convocation. Candidates who apply for award of degree certificates in case of U.G. Courses shall be admitted under *in-absentia* only.

HOW TO APPLY ONLINE

Registration:

The Candidate has to register in Login Screen with the Hall-Ticket number. After registration, the details of user id and the password will be sent to your mobile number. Now Login with your id and password.

Personal Details:

After registration the candidate should furnish the personal details as mentioned in his/her SSC/10th class certificates. The candidates are advised to mention correct postal address along with mobile number on the address slips.

Academic Details:

The academic details will be automatically displayed on the screen. Compare the displayed data with your certificates and submit the application. If you find any discrepancy contact Help-Line No. **9705812613** immediately. The academic details submitted by the candidate will be printed on **Tear- resistant proof and High security featured degree certificate.**

Fee Details:

- (i) **Rs.2200/-** (Rupees Two thousand and two hundred only) for Ph.D degree awardees *in-person* and they will be receiving their degree on the dais.
- (ii) **Rs.1700/-** (Rupees One thousand seven hundred only) for Post Graduates only who wish to receive the degree certificate *in-person* at the venue of the convocation.
- (iii) **Rs.2200/-** (Rupees Two thousand and two hundred only) for post graduate as well as for the under graduate students who wish to receive their degree certificates *in-absentia*. The degree certificate will be sent by Speed Post/Registered Post at a later date.
- (iv) Permit to collect below mentioned fees from the candidates those who have not applied through the earlier notifications to receive their degree certificates in-absentia, Only.

S.No.	YEAR	IN ABSENTIA Hike @10% Rs.
1	2019 & 2020	2420
2	2016,2017 & 2018	2660
3	2012,2013,2014 & 2015	2930
4	2011	3220
5	2010	3540
6	2009	3890
7	2008	4280

Payment

The payment should be made through Online only.



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Uploads

- 1. Photo:** (this is required to print the candidate's photo on the degree certificate)
Photograph must be a recent passport size color picture.
Photographs with caps, hats and dark glasses are not acceptable. The face of the candidate should be clearly visible in the uploaded photograph.
Size of file should be between 80-100 kb in jpg format only.
- 2. Name of the Candidate and name of the Father and Mother(in Telugu):**
Name of the Candidate and name of the Father and Mother should be written in Telugu legibly and be scanned separately in jpg format only. This is required to reproduce correctly on the degree certificate.
- 3. Documents:** (in jpg format.)
Upload scanned copies of jpg format of size between 50kb to 200kb each as detailed below and submit the application.

For UG Original Degree

10th/SSC
Intermediate or Equivalent
UG Degree provisional certificate

For PG Original Degree (except 5 year M.Sc., Integrated Course)

10th/SSC
Intermediate or Equivalent
UG Original Degree
PG Degree provisional certificate

For Ph.D. Original Degree

10th/SSC
Intermediate or Equivalent
UG Original Degree
PG Original Degree

Filled-in Application Printout

An Application will be generated with the information given by the candidate. The candidates, who have applied for *B.A.,1B.Sc.,1B.Com.,1B.B.M.,1 B.C.A.,* have to visit University Campus along with SSC, Intermediate and UG provisional certificate in person for due verification by the office of Controller of Examinations, Yogi Vemana University **on or before 10-04-2024 5.00 PM along with two Photostat copies of the same besides copy of the filled in application print out.**

The candidates belonging to Ph.D.,/ M.A.,/ M.Sc., / M.Com. / M.P.Ed., / M.Ed., / M.B.A., / M.C.A. / L.L.B. / B.Ed. / B.P.Ed., (mentioned under category I, Category II and Category III) have to visit University Campus along with Degree certificate in original of the lower degree in person for due verification by the office of Controller of Examinations, Yogi Vemana University **on or before 10-04-2024 5.00 PM along with Original Degree certificate besides two photostat copies of the same and copy of the filled in application printout.**

Completion of Application Process:

Thus the process of submitting the application will be completed and SMS will be sent to the candidate's mobile number in due course.

My Status

The candidate can verify his application status under option “my status”



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The candidate should post the filled in application form by **Speed Post / Registered Post/Courier service** only along with the Payment Receipt, and attested Photostat / Xerox copies of SSC, Inter, Degree marks, Degree Provisional Certificate, Original Degree Certificate, Post Graduate marks award list, Post Graduate Provisional Certificate and Post Graduate Original Degree as applicable in case of the candidate to the university to the following address:. The envelop should be super scribed as

"Application for the issue of Degree Certificate"
(mention course)

The Controller of Examinations
Yogi Vemana University,
Kadapa - 516005. (Andhra Pradesh)

The university will not take any responsibility for the material sent by ordinary post by the candidate.

The candidate should preserve a copy of Bank Receipt and attested application for further correspondence if any.

The Date, Time and Venue of Convocation will be informed later through the local dailies / University website besides through on SMS alert.

For Convocation online application, visit <http://convocation.yvuexams.in>