

	<b>ATION FOR</b>				
<b>DEGREE/DIPLO</b>	Regn. No.		Dated		
(Not Valid fo	r Second Copy)	DDC No		Dated	
(ENTRIES	TO BE MADE BY THE	CANDIDA	TE IN CAP	PITAL LETTER	S)
	ne in theMARKSHEET is correctly r equivalent exam. before applying			he document is required :	
(a) Name:	ate Month Year	(c) Facult Exam.	y Roll No	Division Enrolment	
(Please attach a photocopy	of Class X (SSC Examination)			please enclose marksheet	
<ul> <li>(ii) Mother: Mrs</li> <li>(c) Last Hall &amp; Hostel</li> <li>(d) Permanent Address:</li> </ul>		(Attack) also at	h photocopy of the ttach Class XI mar attach an attested	final year mark sheet, in ca k sheet. In case of MBB photocopy of internsh	ase of Class XII S/BDS/BUMS,
PIN	E-mail		of M.Phil/Ph.D. . attach a Photocoj	py of the Notification)	
	ence/mailing the degree/diploma/		-	ficate? (Write Yes/No)	
PIN	E-mail		sstt., Degree Unit, to	e Nodated o verify)	
(f) Sex : Male	Female :		taken provisiona se attach a photocp	l certificate ? (V y of the provisional certifie	Write Yes/No)
2. How do you wish to receive the		11 1 00, prov	e anaen a phonop	j or die providional oor die	
(a) Personally ?	(Write Yes/No)				
(b) by registered Post ?	(Write Yes/No)				
	address in column 1(e) clearly and a self addressed slips as mentioned on	Date Place		Signature o (Not in capi	f the Candidate ital letters)
(c) Through a permanent em	ployee of AMU.				
	(Write Yes/No)				
	rity letter, duly attested by the Head proforma given on next page.				
		<b>DWLEDGEN</b> d in by the can			
(This slip	must be produced alongwith the prod			o receive the document)	
Name of the Candidate					
	al/degree/dip./cert. of Enrolment No App				
	form received without checking mplete on scrutiny later on, it wil			ling Assistant egree Unit)	Р.Т.О.

[2] CLEARANCE CERTIFICATE MUST BE OBTAINED BY THE CANDIDATE

(Not required for Private candidates and those who have taken Migration / Provisional Certificate)

1. Clearance from the Provost/ Principal/A.F.O.(Students) : The particulars mentioned by the Candidate overleaf are true. His/her account is clear.

#### 2. **Clearance from the Maulana Azad Library:**

The account of the candidate is clear.

Seal	Signature (Hand written, not stamped)	Seal	Signature Dy./Asstt. Librarian	
Date Name		Date	Name	
3. Clearance from the SeminarLib./Book Bank/College Lib. The account of the Candidate is clear.		4. Clearance from the DFO/AFO (Advance): (in case of M.Phil./Ph.D. Scholars only)		
		The account of the candidate is clear.		
Seal	Signature of the Authorised Official	Seal	Signature of the AFO/DFO	
Date	Name	Date	Name	

## **Conditions/Instructions to the Candidates**

- 1. Each information/verification/document,etc.sought from the candidate, as shown overleaf and above, is an esseantial requirement for issue of the degree/diploma/certificate and must therefore be furnished/enclosed.
- 2. For mode of delivery of the degree/diploma/certificate, please fill in column 2 overleaf carefully and completely. No change will ordinarily be accepted.
- 3. The degree/diploma/certificate must be collected within three months from the date of application.
- 4. Degree will be issued normally after 15 working days from the receipt of application complete in all respect.

# **PROFORMA FOR AUTHORITY LETTER**

### (To be typed/written on a separate sheet)

I hereby authorize the following permanent AMU employee, whose particulars are given below, to receive my degree/ diploma/certificate ...... exam of ...... The acknowledgement of the application registered under No. ..... dated ..... is enclosed. **ATTESTATION BY HEAD OF THE DEPTT./OFFICE:** 

1.

2.

3.

4.

#### PARTICULARS OF THE AUTHORISED PERSON:

- Signature ..... 1.
- Name in full ..... 2.
- Designation ..... 3. 4. Department/Office .....

## Date ......SEAL .....

CHECK LIST : ( Please tick	the boxes or write 'NA' if not applicable)
The candidate has signed at the end of the form.	4. Postage stamps worth Rs. 60/- with 3 self addressed slips of
Clearence certificate Nos. 1,2,3 (also 4 in case of	5x3 cms size enclosed.
M.Phil,/Ph.D.) signed and rubber stamped.	OR
An attested photocopy of the exam. for which the	An authority letter on a separate sheet, as per above proforma,
Degree/Diploma/Certificate is required and applied	has been given to the authorised person.
for is enclosed. (in case of class XII cert. both class	OR
XI and Class XII mark sheets are enclosed).	The candidate will collect the document personally

The candidate will collect the document personally. An attested photocopy of H.S./SSC (Class X) Certificate, 5. marksheet is enclosed

The authorised signatory is a permanent AMU employee working in this Deptt./Office. He/She has signed before me: Signature .....

Name in full

Designation .....

Department/Office .....

Date ...... SEAL .....

#### **IMPORTANT:**

1. 2.

3.

The Degree/Diploma/Certificate will be handed over only either to the candidate or his/her authorized representative holding a permanent position in AMU, on production of documentary proof of identity, or will be sent by registered post to the address mentioned in the relevant column, (if three self addressed slips of size 5x3 cms with postage stamps worth Rs. 60/- kept in a small envelope, are submitted alongwith the application form).