

Dr.Kameshwari Moorthy
Regional Director

No.:IG/RC/Conv/27/1

Dated: 01.02.2013

Dear Learner,

Heartiest congratulations to you for completing IGNOU Programme in December-2012/June-2013 term-end examination, thus becoming eligible for award of original Certificate at 27th Convocation of the University likely to be held in March, 2014.

You are required to register yourself for obtaining the degree/diploma certificate by submitting the enclosed prescribed application form. You may attend the convocation and collect the certificate in person or in absentia through the Regional Centre.

The fee to obtain the original Degree/diploma certificate is Rs.400/- per certificate to be paid by means of demand draft drawn in favour of **IGNOU** and payable at the city of the **Regional Centre**.

Students of MBA, MCA, M.COM, BTCM, BNS, etc. are required to remit registration fee @ Rs.400/- per certificate (like Diplomas, PG-Diplomas/Degrees as prescribed in the programme). Students have to take all the certificates if they have qualified for more than one module of the programme.

The exact date of Convocation and other details in this regard will be communicated to you shortly.

Wish you all the best for bright future.

Yours sincerely,

Regional Director

Encl: As above

Form For Obtaining Degree/Diploma Certificate In 27th Convocation

1. PROGRAMME CODE	:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>									
2. ENROLMENT NO.	:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									
3. NAME IN FULL (In English)	:	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(IN CAPITAL LETTERS)</div>									
4. NAME IN HINDI	:	<div style="border-bottom: 1px solid black; width: 100%;"></div>									
5. ADDRESS	:	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>									
		Pin code: <div style="border-bottom: 1px solid black; width: 100px;"></div>									
6. E-mail ID	:	<div style="border-bottom: 1px solid black; width: 100%;"></div>									
7. MOBILE/TELEPHONE No.	:	<div style="border-bottom: 1px solid black; width: 100%;"></div>									
8. REGIONAL CENTRE CODE	:	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">01</div>									
9. DETAILS OF PAYMENT OF REGISTRATION FEE	:	Amount: <div style="border-bottom: 1px solid black; width: 100px;"></div> Draft No. <div style="border-bottom: 1px solid black; width: 100px;"></div> Date: <div style="border-bottom: 1px solid black; width: 100px;"></div> Issuing Bank: <div style="border-bottom: 1px solid black; width: 100px;"></div> Place of issue: <div style="border-bottom: 1px solid black; width: 100%;"></div>									
Date: <div style="border-bottom: 1px solid black; width: 100px;"></div>		Signature of Student: <div style="border-bottom: 1px solid black; width: 100%;"></div>									

The form duly filled along with bank draft of the requisite amount is required to be sent at the following address:-

The Regional Director,
IGNOU Regional Centre
Plot No.207, Kavuri Hills Phase-II
Jubilee Hills PO, Near Madhapur Police Station
Hyderabad - 500033

PS: Students of MBA, MCA, M.COM, BTCM, BNS, etc. are required to remit registration fee @ Rs.400/- per certificate (like Diplomas, PG-Diplomas/Degrees as prescribed in the programme). Students have to take all the certificates if they have qualified for more than one module of the programme.