



G.Pulla Reddy Engineering College (Autonomous) : Kurnool

Procedure to apply for S. K. University Convocation Certificate

Candidates applying for convocation are required to submit the following documents along with the prescribed fee

1. Filled in Convocation application (In the application form available on Page 2 & Page 3 fill the particulars **only from item 1 to 5** and sign on the second page of convocation application)
2. Photo copy of Intermediate marks memo attested by Principal GPREC
3. Photocopy of Consolidated marks statement issued by the college attested by Principal GPREC
4. Two passport size photographs (Affix one photograph on the application and keep another photograph in a small plastic cover and staple it to the application by writing name, signature and roll no. on the back side of the photograph.)

Note :

- The candidates applying for convocation within one year from the year of passing are required to submit the above documents to the college.
- The candidates applying for convocation after a period of one year from the year of passing are required to submit the above documents to Sri Krishna Deveraya University, Anantapur.

Students who studied the course under JNTUA regulations are required to visit JNTUA website to know the procedure to apply for Convocation certificate.

Affix recent pass port size photograph duly attested by principal / Gazetted Officer



SRI KRISHNADEVARAYA UNIVERSITY : ANANTAPUR APPLICATION FOR THE AWARD OF B.TECH DEGREE

BRANCH OF STUDY : _____

NOTE: Intermediate or its equivalent **certificate** in **ORIGINAL** and Xerox copies of the **PROVISIONAL CERTIFICATE** and **MARKS MEMOS** must be enclosed failing which the application will be rejected and returned to the candidate.

FOR OFFICIAL USE ONLY			
1. Name of the Candidate as per the intermediate Certificate			
2. Register Number :		3.Branch of Study :	
4. Division in which the candidate passed the Examination and Year of passing			
TO BE FILED IN BY THE CANDIDATE WITH OWN HANDWRITING (Before filling application read instructions see overleaf)			
1. Name of the Candidate in full (along with the surname as per Intermediate Certificate) (if the name has been subsequently changed and the change was recognised by the University both names should be give) (A copy of the evidence should be enclosed)			
2. Name of the Father / Mother			
3. Permanent address of the candidate			
4. B.Tech. Degree Particular	Reg.No:	Month & Year of Passing :	
	Class Obtained :	Brach of Study :	
5. College in which Studied : G Pulla Reddy Engg.College, Kurnool		Period of Study :	
6. Particulars of examination passed			
I B.Tech.			
SUBJECTS	Month & Year of Passing	SUBJECTS	Month & Year of Passing
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

II.B.tech

SUBJECTS	Month & Year of Passing	SUBJECTS	Month & Year of Passing
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

III.B.tech

SUBJECTS	Month & Year of Passing	SUBJECTS	Month & Year of Passing
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

IV.B.tech

SUBJECTS	Month & Year of Passing	SUBJECTS	Month & Year of Passing
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

7. PARTICULARS OF FEES PAID BY *DD

D.D. No. _____ Date : _____ Amount Rs _____

Name of the Bank : _____ Place _____

Place :

Date :

SIGNATURE OF THE CANDIDATE

Note : Please read the instructions given in page No 3

1. Please check the following are attached to the application :-

(a) Intermediate (Original) Certificate (b) Xerox copies of P.C and all Marks Memos (c) Two recent photographs (d) Fee for Award of Degree either D.D or Challan. and (e) Self addressed cover.
2. Each application should be sent to the **Dean U.G. Examinations, S.K.University, Anantapur-515 003** (A.P) by **REGISTERED POST** with ACK DUE
3. Money orders will not be accepted
4. The Fee i) By Demand Draft drawn in favour of the Registrar, Sri Krishnadevaraya University, payable at Andhra Bank, S.K.University Branch (410) , or Anantapur.
5. The Two recent Photographs of the Candidate (pass port size) either black & white or colour to be enclosed
6. One photograph should be pasted at the place indicated in the application and another Photograph be kept in an envelope (in a small plastic cover) and staple to the application by writing his/her name, signature and the Reg. No. on the back side of the photograph.
7. The photograph affixed to the application should carry the signature of the candidate and the counter signature of the appropriate attesting authority.
8. The approved attesting authorities for this purpose are the Principal of the college where the candidate studied for the B.Tech Degree or attestation by Gazetted Officer.
9. Application received after due date prescribed and without containing full particulars as required in the application will be summarily rejected.
10. All entries should be in candidate's own handwriting and the candidates will be held personally responsible for any incorrect entries made in the application.
11. The Degree Certificate along with the Intermediate Certificate will be sent to the principal G.Pulla Reddy Engineering College, Kurnool. So the Candidates are requested to approach the Principal for receiving their B.Tech Degree Certificate along with Intermediate Original Certificate after the date of Convocation.
12. Fee once paid will not be refunded or adjusted to next convocation under any circumstances.
13. Please contact the U.G. Examination, S.K.University over Phone No. **255834** if you have any doubt while filling the application.