



**(To be filled in by the Office of the Controller of Examinations, JNTUK, Kakinada)**

The Candidate has fulfilled all the academic requirements for the award of \_\_\_\_\_

\_\_\_\_\_ Degree in \_\_\_\_\_. The Candidate has secured \_\_\_\_\_

Class :

Date :

CONTROLLER OF EXAMIANCTIONS

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**(To be filled in by the Office of the Registrar, JNTUK, Kakinada)**

1. The award of Degree to the applicant was endorsed by the Academic Senate at it meeting held on \_\_\_\_\_

2. The Executive Council approved the award of Degree to the applicant at it meeting held on \_\_\_\_\_

3. Degree bearing number \_\_\_\_\_ was awarded to the applicant at the Convocation held on \_\_\_\_\_

4. Demand drafts entered in the D.D. Register at Page No. \_\_\_\_\_ on \_\_\_\_\_

5. The Degree certificate may be issued.

Date :

REGISTRAR

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The Degree Certificate bearing No. \_\_\_\_\_ is Dispatched on \_\_\_\_\_.

Dispatching Clerk, JNTUK, Kakinada.

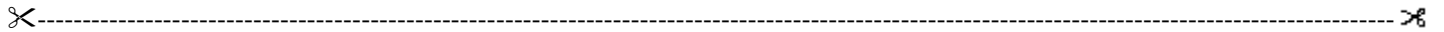
**FOR POSTAL USE ONLY:**

**LABELS FOR PERMANENT ADDRESS (Write in CAPITAL LETTERS ONLY)**

Note: As your Degree will be sent by post, write your full address neatly and legibly.

Affix a recent Passport  
Size Photograph with  
clear identification  
(don't staple)

<b>HTNO</b>	:
<b>NAME</b>	:
<b>FATHER'S NAME</b>	:
<b>EMAIL ID</b>	:
<b>CONTACT NO</b>	:
<b>ALT- CONTACTNO</b>	:
<b>ADDRESS</b>	:
<b>PINCODE</b>	:



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<b>CONTACT NO</b>	:
<b>ALT- CONTACTNO</b>	:
<b>ADDRESS</b>	:
<b>PINCODE</b>	:

## **List of copies to be enclosed to the application for processing OD**

1. DD in favour of **The Registrar, JNTUK, Kakinada** payable at Kakinada.  
(Name and H.T. Number shall be written on the back side of Demand draft)  
Fees inclusive of Postage:
  - a) In Convocation (In Absentia): **Rs 1500/-**
  - b) Pre-Convocation : **Rs. 3,500/-**
  - c) Post Convocation: **Rs. 1500/-** + (Late fee of **Rs. 500/-** per every year).
    - 2009** passed out batch: **Rs.5, 000** (Rs. 1500/- + Late fee of Rs. 3500/-)
    - 2010** passed out batch: **Rs.4, 500** (Rs. 1500/- + Late fee of Rs. 3000/-)
    - 2011** passed out batch: **Rs.4, 000** (Rs. 1500/- + Late fee of Rs. 2500/-)
    - 2012** passed out batch: **Rs.3, 500** (Rs. 1500/- + Late fee of Rs. 2000/-)
    - 2013** passed out batch: **Rs.3, 000** (Rs. 1500/- + Late fee of Rs. 1500/-)
    - 2014** passed out batch: **Rs.2, 500** (Rs. 1500/- + Late fee of Rs. 1000/-)
    - 2015** passed out batch: **Rs.2, 000** (Rs. 1500/- + Late fee of Rs. 500/-)
2. Attested copies of SSC, Provisional certificate.
- 3
  - a) Attested copy of consolidated marks memo (CMM) (for B.Tech / B.Pharmacy courses).
  - b) Attested copies of individual semesters marks memos.
- 4 **Two passport size photographs** in a separate cover and pin the cover to the application. The H.T No should be invariably written on the rear side of the photographs.
5. Verify the Student & Father's Name printed in the Provisional certificate must be same as SSC.
6. If there is mistake in the PC/CMM, the certificates are to be corrected first and the corrected copies of PC/CMM are to be enclosed.
7. In case the filled in application is send by the post, write "OD-APPLICATION "on the top of the cover.
8. If they fail to fulfill any of the requirements stipulated above, the OD Application will not be processed.
9. The OD certificate will be posted to the address furnished by the student and hence complete information need to be provided.
10. The students who have applied for Original Degree Certificates from **18-01-2016** onwards will be sent by **Speed Post Only**.
11. If the students could not receive their Original Degree Certificate even after period of 15 days, they may directly collect their Original Degree Certificate from the Dispatch section of the University Examination Branch either by student/father with proper identity.

Place:

Date:

SIGNATURE OF THE CANDIDATE