

DR V GIRIJA DEVI
Regional Director

IG/RC-40/27th Convocation/2014/
30th January, 2014

Dear Learner,

Heartiest congratulation to you for completing University 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 **on or before 20th February, 2014**. 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** where you will be attending Convocation.

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,

(V Girija Devi)

Encl: As stated above

FORM FOR OBTAINING DEGREE/DIPLOMA CERTIFICATE IN 27TH CONVOCATION

1. PROGRAMME CODE

2. ENROLMENT NO.

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3. NAME IN FULL : _____
(In English) (IN CAPITAL LETTERS)

4. NAME IN HINDI : _____

5. ADDRESS : _____

Pin code: _____

6. E-mail ID : _____

7 MOBILE/TELEPHONE No. : _____

8. REGIONAL CENTRE CODE: 40-TRIVANDRUM
WHERE ATTENDING CONVOCATION

9. MODE OF RECEIPT OF CERTIFICATE: IN PERSON IN ABSENTIA (BY POST)
(PLEASE TICK (✓) THE RELEVANT COLUMN)

10. DETAILS OF PAYMENT OF: Amount: _____ Draft No. _____
REGISTRATION FEE Date: _____ (Payable at **Trivandrum**)

Issuing Bank: _____ Place of issue: _____

Date: _____ Signature of student: _____

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,
2nd Floor, Rajadhani Complex
Killipalam, Karamana PO
Trivandrum – 695 002
Kerala
PH: 0471-2344113

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.

