



(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 EXAMIANATIONS

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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.

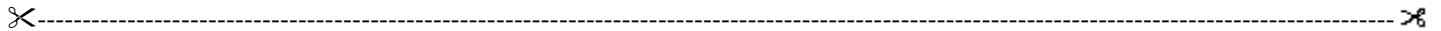
**FOR POSTAL USE ONLY:**

**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 one more Photograph  
here & Write the Hallticket  
No on the backside of  
Photograph

<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).
2. Xerox copies of SSC, Provisional certificate.
3.
  - a) Xerox copy of CMM(for B.Tech/B.Pharmacy courses).
  - b) Xerox copies of two semesters marks memo for M.Tech/M.Pharmacy course.
  - c) Xerox copies of five semesters marks memo for MCA course.
  - d) Xerox copies of three semesters marks memo for MBA course.
4. Enclose **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 backside of the photographs.
5. The Student Name and Fathers Name in the Provisional certificate must be written as per SSC.
6. If there is mistake in the PC/CMM correct immediately and enclose the corrected copies.
7. In case the filled application will by send by post. Please 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 processed.

Place :

Date :

SIGNATURE OF THE CANDIDATE