

**CHETTINAD UNIVERSITY**  
KELAMBAKKAM, KANCHIPURAM DISTRICT - 603103  
(Established under Section 3 of the UGC Act 1956)

**CONVOCATION NOTIFICATION**

The Second Convocation of the Chettinad Academy of Research & Education, Padur, Kelambakkam, Kancheepuram District, Tamil Nadu will be held during the second week of November 2011 at Sigapi Achi Convention Center. The exact date and time of the Convocation will be notified in the official website of this University for information to the candidates. All the candidates declared successful in the Examinations conducted by this University during 2010-11 in Post Graduate Diploma in Clinical Embryology, M.Sc. Clinical Research & Experimental Medicine, M.Sc. Medical Bio-Nanotechnology, M.Sc. Medical Biotechnology and Post Basic Diploma in various Nursing programmes are eligible for admission to the Convocation.

Applications for admission to the Convocation 'IN PERSON' / 'IN ABSENTIA' are invited from the eligible candidates. The Application forms for Convocation can be downloaded from this University official website and submitted along with the Application fee of ₹50/- (Rupees Fifty Only) and Convocation fee of ₹2,000/- (Rupees Two Thousand Only). The Application forms are also available for sale at the University office during the office hours between 10.00 am to 4.00 pm except on declared Holidays.

**The last date for receipt of Convocation application is 25.10.2011**

Incomplete and late receipt of applications will be rejected and no enquiry or correspondence will be entertained in this regard. The University will not take any responsibility for late receipt of applications due to any postal delay or for whatsoever reasons.

Date: 03.10.2011

REGISTRAR

For downloaded applications, kindly remit ₹50/- (Rs. Fifty only) by means of DD/Pay order Cheque in favour of, "Chettinad Academy of Research & Education"

Application No.

Course :

DATE OF SUBMISSION TO THE UNIVERSITY :

PHOTO  
ATTESTED BY  
PRINCIPAL /  
DEAN OF THE  
INSTITUTION

Whether the candidate desires to receive the Degree  
\*(Not arise if applied after the Convocation)

IN PERSON\*

or

IN ABSENTIA

(Tick whichever is applicable)

**CHETTINAD ACADEMY OF RESEARCH & EDUCATION, KELAMBAKKAM**  
(Deemed to be University under Section 3 of UGC Act 1956)

**APPLICATION FOR ADMISSION TO THE CONVOCATION**

1. Name of the Candidate :  
(in capitals as per the H.S.C./Equivalent Certificate)
2. Sex with Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Contact                      Residence :  
    Mobile    :  
    E-mail ID    :
6. Course (with Branch if any) :
7. Month & Year of final examination passed (with Reg. No) :
8. Date of completion of internship (if prescribed) :
9. Whether obtained/applied for (final) Provisional Certificate :
10. Name of the Constituent College from where qualified :
11. Details of remittance of fee if any :

Certified that the details & information furnished above are true to the best of my knowledge.

**COUNTERSIGNED, FORWARDED & RECOMMENDED**  
For inclusion in the convocation list

Signature of the Candidate

Signature of Dean / Principal with college seal

**For office use only**

1. Whether the above mentioned particulars have been checked
2. Whether the convocation fee of ₹2000/- have been collected
3. Whether the search fees, as applicable have been collected
4. Whether penal fee of ₹500/- collected in case of failure to attend the convocation in person

Controller of Examinations

## **IMPORTANT INSTRUCTIONS TO CANDIDATES**

1. All the successful candidates who have completed their Study/Internship and obtained/applied for their Provisional Pass Certificate may submit their Convocation Application with the counter signature of the Dean/Principal of the Institution to the Controller Examinations of this University.
2. 'IN PERSON' means the candidate has to present himself/herself physically at the time of Convocation to receive the Degree/Diploma. 'IN ABSENTIA' means the presence of the candidate at the time of Convocation is not required and the Degree/Diploma Certificate will be sent by post after the Convocation.
3. Application for receiving a Degree/Diploma 'IN PERSON' should reach the office in time fixed by the University. The exact date of Convocation will be notified in the Dailies. A card of admission to Convocation will be sent from the University before the date of Convocation to the candidate who applied for receiving the Degree/Diploma 'IN PERSON'. The application not received in time will be treated as 'IN ABSENTIA'.
4. The following enclosures need to be attached with the Convocation Application
  - i) 2 Copies of candidates latest passport size colour photograph put in a small envelope (Name, Course, Reg. No. should be written on the back side of one copy)
  - ii) Attested copies of
    - a) Provisional Pass Certificate ( if obtained)
    - b) Course completion cum Conduct Certificate issued by the Dean/Principal (if obtained)
  - iii) One self addressed envelop
5. The applications that are received incomplete/defective will be rejected and the amount paid thereof will neither be refunded nor adjusted.
6. The Convocation fee of ₹2000/- should be paid by the student in the form of Demand Draft/Pay Order drawn in favour of "Chettinad Academy of Research & Education". Candidates must write their Name and Register No. on the reverse side of the Draft. They should not sign anywhere on the demand draft.
7. Any candidate who had opted to receive the Degree 'IN PERSON' but failed to attend the Convocation has to remit ₹500/- as penal fee for getting Degree/Diploma Certificate thereafter from this University within a period of six months from the date of convocation. If such Degree Certificates are not obtained by the candidate after six months but within a year a sum of ₹1000/- to be remitted.

REGISTRAR