



Dr. Abdul Haq Urdu University

Kurnool – 518002

Guidelines for the submission of Online Application for obtaining the Degree Certificate at I Convocation- February/March - 2021.

Commencement of Registration of Online Application forms	10-01-2021
Last date for online Registration	30-01-2021
Last date for uploading online application form	30-01-2021
Last date for online Registration with Late Fee Rs.200	04-02-2021
Last date for uploading online application form with Late Fee Rs.200	04-02-2021

The application should be submitted through on-line only at convocation.ahuuk.ac.in Candidates who wish to apply for Convocation are requested to fill the particulars carefully in online Application. The required information in order to fill the columns of the application like name of the candidate, name of the father and date of birth etc., should be collected only from the relevant documents like 10th class / SSC certificates /Aadhaar and they should be in the same style and form. A separate registration is required for UG and PG Courses.

Eligibility

Category I

M.A./M.Sc./M.Com./M.B.A.(2018, 2019 and 2020): The candidates who have passed out during the above mentioned years and obtained their Provisional Certificates are eligible to receive their Degree certificates in this Convocation. Candidates who pursued these courses are entitled for receipt of degree certificate either *in-Person* or *in-absentia*. Candidates who applied for receipt of degrees in-person only will be admitted to convocation venue. **Only candidates who possess the lower degree certificates are eligible to apply for convocation.**

Category II

B.A.(Hons)/B.Sc.(Hons)/B.Com.(Hons) (2019 and 2020): The candidates who have passed out during the above mentioned years and obtained their Provisional Certificates are eligible to receive their Degree Certificates in this Convocation. Candidates who pursued these courses are entitled for receipt of degree certificate either *in-Person* or *in-absentia*. Candidates who applied for receipt of degrees in-person only will be admitted to convocation venue. **Only candidates who possess the lower degree certificates are eligible to apply for convocation.**

HOW TO APPLY ONLINE

Registration:

The Candidate has to register in Login Screen with the Hall-Ticket number. After registration. Login with your id and password.

Personal Details:

After registration the candidate should furnish the personal details as mentioned in his/her SSC/10th class certificates/Aadhaar. The candidates are advised to mention correct postal address along with mobile number.

Academic Details:

The academic details will be automatically displayed on the screen. Compare the displayed data with your certificates and submit the application.

If you find any discrepancy contact Help-Line No. 7901628490 immediately. The academic details submitted by the candidate will be printed on **Tear-resistant, Tamper proof and High Security featured degree certificate.**



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Fee Details:

- (i) Rs.1000/- (Rupees One Thousand only) for Post Graduates as well as for the under graduate student who wish to receive the degree certificate *in-person* at the venue of the convocation.
- (ii) Rs.1500/- (Rupees One Thousand Five Hundred only) for post graduate as well as for the under graduate students who wish to receive their degree certificates *in-absentia*. The degree certificate will be sent by Speed Post/Registered Post at a later date.

Payment

The payment should be made through Online only.

Uploads

1. **Photo:** (this is required to print the candidate's photo on the degree certificate) Photograph must be a recent passport size color picture.
 - a. Photographs with caps, mask and dark glasses are not acceptable. The face of the candidate should be clearly visible in the uploaded photograph.
 - b. Size of file should be between 80-100 kb in jpg format only.
2. **Name of the Candidate, Name of the Father and Mother(as per SSC):** Name of the Candidate and name of the Father and Mother should be written in English legibly and be scanned separately in jpg format only. This is required to reproduce correctly on the degree certificate.
3. **Documents:** (in jpeg format.) Upload scanned copies of jpeg format of size between 50kb to 200kb each as detailed below and submit the application.

For UG Original Degree

- A. 10th/SSC
- B. Intermediate or Equivalent
- C. UG Degree provisional certificate
- D. Aadhaar Card

For PG Original Degree

- A. 10th /SSC
- B. Intermediate or Equivalent
- C. UG Original Degree
- D. PG Degree provisional certificate
- E. Aadhaar Card

Filled-in Application Printout

An Application will be generated with the information given by the candidate.

Completion of Application Process:

Thus the process of submitting the application will be completed and E-mail will be sent to the candidate's E-mail in due course.



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The candidates belonging to **M.A./M.Sc./M.Com./M.B.A.**(mentioned under category I) have to visit University Campus along with Degree certificate in original of the lower degree in person for due verification by the office of Controller of Examinations, **Dr Abdul Haq Urdu University on or before 06-02-2021 5:00 P.M. along with Original Degree certificate besides two Photostat copies of the same and copy of the filled in application printout.**

The candidates, who have applied for **B.A.(Hons)/B.Sc.(Hons)/B.Com.(Hons)** (mentioned under category II) have to visit University Campus along with SSC, Intermediate and UG provisional certificate in person for due verification by the office of Controller of Examinations, **Dr Abdul Haq Urdu University on or before 06-02-2021, 5:00 P.M along with two Photostat copies of the same besides copy of the filled in application print out.**

Contact Details:

**Mobile Numbers : 7901628489
7901628490**

Email Id: convocationahuu@gmail.com