



Centre for Open and Distance Learning(CODL) Tezpur University

Napaam, Tezpur, Assam: 784028

Email- codl@tezu.ernet.in/codldirector@teu.ernet.in

Contact- 03712275350/57/51

Ref No- F.TU/CODL/Convo/48/16/1243

Date- 28-10-2019

NOTIFICATION

Dated- 28/10/2019

This is for the information of all concerned learners of CODL who have completed their full programmes in **Autumn Semester 2018 and Spring Semester 2019** that the XVII Convocation of Tezpur University will be held on 23rd December 2019. Candidates who have qualified for award of degrees and diplomas after the last Convocation held in December, 2018 may apply for participation in the XVII Convocation. The candidates willing to participate are required to send their applications in **the prescribed format below** along with an **SBI Demand Draft** of Rs. 500/- in favour of "The Registrar, Tezpur University", payable at Tezpur University Branch (Branch Code- 014259) to the Office of the CODL latest by 28th November 2019.

Successful candidates who have not yet collected their Provisional pass certificate and Transcript, must collect the same from CODL Office by applying in proper format, whose notification is available in CODL webpage under "Notification Section". Further the candidates must enclose the following along with their applications:

1. One Copy Passport Size Photo
2. Self-Attested copy of the Provisional Pass Certificate (as received from CODL Office)
3. Self-Attested copy of the Transcript (as received from CODL Office)

Applications received without proper format and without any of the above attachments shall be not be considered.

Sd/-

Director

Centre for Open and Distance Learning

Application No

TEZPUR UNIVERSITY
NAPAAM:: TEZPUR-784 028::ASSAM

APPLICATION FORM
(For Original Certificate of UG/PG Degree/Diploma programme)
(to be filled in by the applicant)

1. Name in full (block letters in English and Hindi):
2. Sex (Male or Female)
3. Home Address:
4. Address for correspondence:
- Email: Phone No.
5. Programme of study completed:
6. Enrolment No.:
7. Registration No. with year, if any:
8. Year of passing
9. Details of previous semester examinations

Sem	Sem type (Autumn/Spring)	Year of passing	Credit completed	CGPA	Semester	Semester (Autumn/Spring)	Year of passing	Credit completed	CGPA
1 st					6 th				
2 nd					7 th				
3 rd					8 th				
4 th					9 th				
5 th					10 th				

10. Total credit completed:
11. Whether awarded any F Grades(s) in any previous examination: Yes/ No
If yes i. In which course(s): Course Code Course Title
ii. In which semester these grades are converted to the higher grades:
iii. Grade awarded after conversion
12. Whether put on academic probation: Yes/No
If yes i. In which course(s): Course Code Course Title
ii. When did you clear the academic probation:
iii. Grade awarded after clearance of academic probation:
13. Mode of receiving certificate (please tick \checkmark)
 At convocation By post In person by the candidate

I, _____ hereby declare that the above particulars are true to the best of my knowledge and belief. If found otherwise, I shall be liable to any action.

Date:

Full signature of the candidate

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT/ CENTRE

Certified that Mr. /Ms. with Enrolment No.
was a student of the Dept. / Centre and passed Semester End Examination with CGPAand completed the
credits requirements (Credit requiredfor degree/ diploma/ certificate

Certificate may be issued to Mr. / Ms.

Head, Dept. / Centre

For office use only

Convocation No:

Convocation Date:

Certificate No:

Prepared by

Verified by

Certificate signed

Dealing Official

Controller of Examinations/DR (Academic)

Registrar

Vice Chancellor

Encl:

- 1. Two copies of recent passport size colour photograph (2.50 cm X3.00 cm)**
- 2. Photocopy of Provisional certificate or grade cards**
- 3. Self addressed envelope of A4 size with postal stamp of Rs.80/- only in case the candidate desires to receive the certificate by post.**