



INSTITUTE OF SYSTEMS & MANAGEMENT

EXAMINATION BRANCH

**APPLICATION FORM FOR OBTAINING DEGREE IN ABSENTIA
(To Be Filled in and Signed by The Concerned Candidate Only)**

Check List For Counter Use

Name : _____

Ht.No. : _____

Father's Name : _____

Name of the College : _____

Applied For : _____

Exam Passed/Appeared : _____

Year of Pass/Appeared : _____

D.D.No _____ D.D.Date:_____ Amount : _____ Bank:_____

Email ID: _____ Phone No: _____

Collection : Person/Post _____ Signature of the Candidate
(For Office Use At Counters)_____

Receipt No : _____ Due Date: _____

Receipt Date: _____

Name of the Candidate: _____
(BLOCK LETTER)

Father's Name: _____
(BLOCK LETTER)

Permanent Address: _____

AFFIX ONE
PASSPORT SIZE
PHOTO
WITH SELF
ATTESTATION

Signature of the Candidate

Name of the Exam Passed	Subject	Ht.No.	Month & Year	Division
D.D. Details	D. D. No.	Date	Bank	Amount

OFFICE USE

Receipt No. _____ Signature of The Candidate _____

Received On _____ Name _____

Due Date Given _____ HT.No. _____

Checked On _____ Course _____

Certificate No. _____ Year & Month _____

Sent to Press _____

Checked and Prepared by _____

Issued to the Candidate on _____ Or Sent By Post _____

Section In Charge _____

INSTRUCTIONS TO THE CANDIDATE

1. The Degree in Absentia may be issued to the candidate on submitting this form to the Controller of Examinations, VVISM, duly filled in and identity certificate given overleaf duly certified together with prescribed fee as mentioned below.
All the above amounts have to be paid through D.D. drawn in favour of 'VVISM', payable at the Hyderabad.
The Candidate is instructed to be very careful about the entries to be made in columns. All entries should be in the Candidate's own hand writing and the Candidate will be personally responsible.
2. The name of the candidate and that of his/her father given herein should correspond to those mentioned in the Inter/PUC certificate.
3. Attested Copies of memorandum of marks and provisional certificate must be attached for reference.
4. The Degree Certificate will be issued in person to the concerned candidate only.
5. Incomplete form will be rejected without any notice.
6. Fee once paid will not be refundable under any circumstances.
7. The requisite fee paid through D.D. will have to be submitted within one month from the date of its issue along with the application form.
8. The candidate is expected to give correct and permanent address indicating PIN code, etc to ensure proper delivery of the degree certificate.
9. Self attestation for identification certificate
Alternative attestation may be done by the candidate.
If the information furnished to be found wrong, the candidate will be fined Rs.100/- and necessary criminal action will be initiated according to the rules.
10. (a) The Candidate must produce any identity card at the time of Receiving Degree Certificate; otherwise Degree Certificate will not be issued. (b) Students who have completed their course from P.G.R.R.C.D.E., should surrender their original Identity card.
11. 2 Passport Size Photos.
12. Xerox Copy of Qualifying Examination. (Previous Course Certificate).
13. Students of Autonomous Colleges should get Verification on the backside of Application form before submitting it to the Controller's Office.