



THE GANDHIGRAM RURAL INSTITUTE (DEEMED TO BE UNIVERSITY)

Ministry of Education (Shiksha Mantralaya), Government of India

Accredited by NAAC with 'A++' Grade (4th Cycle)

Gandhigram, Dindigul District, Tamil Nadu - 624 302, India

**INSTRUCTIONS TO CANDIDATES FOR GETTING THE
DEGREE/DIPLOMA CERTIFICATE UNDER TATKAL SCHEME**

1. Candidates who have got provisional certificate during the current academic year/previous academic years are eligible to apply for the Degree / Diploma Certificate under TATKAL SCHEME.
2. The Degree / Diploma Certificate will be issued to the individual candidate “in-person” only.
3. The candidate shall fill the application form for the Tatkal Scheme available on the Institute website after making online fee payment.
4. The filled-in application will be received by the Office of the Controller of Examinations between **9.30AM to 11.30AM in all working days**. Late submission of application will not be accepted.
5. The candidates applying for Degree/Diploma Certificate under Tatkal Scheme should produce a copy of supporting documents namely Provisional Certificate, Consolidated Statement of Grades, Transfer Certificate, Aadhaar Card, Proof for Parents name, Passport size photo and the prescribed online fee payment receipt.
6. The candidates should show their Government of India approved original Identity Card at the time of receiving the Degree / Diploma Certificate.
7. The Degree/Diploma certificate under Tatkal Scheme will be issued on the same day itself. However, if any unavoidable circumstances arise, the Degree/Diploma certificate will be issued to the candidate on the next working day.
8. Defective Application and application with insufficient particulars will be summarily rejected.
9. Duplicate Degree/Diploma Certificate will not be issued under Tatkal Scheme.

10. Fees particulars are as follows:

Programmes	Convocation Fee	Tatkal Scheme fee	Total fee to be paid
Diploma Programmes	Rs.2500/-	Rs.3000/-	Rs.5500/-
UG programmes	Rs.2500/-	Rs.3000/-	Rs.5500/-
PG Programmes	Rs.2500/-	Rs.3000/-	Rs.5500/-
Ph.D. Programmes	Rs.2800/-	Rs.5000/-	Rs.7800/-
D.Sc./D.Litt. Programmes	Rs.5000/-	Rs.5000/-	Rs.10000/-

11. Fees once paid will not be refunded / Transferred for any other purpose.

12. The duly filled-in application form, along with the following enclosures has to be submitted in-person by the candidate to the Controller of Examinations.

ENCLOSURES:

- i) Copy of Provisional Certificate
- ii) Copy of Consolidated Statement of Grades
- iii) Transfer Certificate issued by our Institute
- iv) Aadhaar Card of the Candidate
- v) Proof for Name of the Parents
- vi) Online Tatkal fee payment receipt
- vii) One passport-size photo should be affixed in the application form