



PERIYAR UNIVERSITY

PERIYAR PALKALAI NAGAR, SALEM - 636 011.

TAMIL NADU, INDIA

PERIYAR INSTITUTE OF DISTANCE EDUCATION (PRIDE)

PROCEDURE TO APPLY FOR CERTIFICATES

I. Consolidated Statement of Marks

1. Request Letter
2. Photocopies of Statement of Marks
3. Demand Draft of Rs. 400/- in favour of **“The Registrar, Periyar University”**, payable at Salem

II. Consolidated Statement of Marks Correction

1. Request Letter
2. Original Consolidated Statement of Marks
3. Demand Draft of Rs.300/- in favour of **“The Registrar, Periyar University”**, payable at Salem
4. A Photocopy of 10th or 12th Certificate and University Mark Statement

III. Statement of Marks Correction

1. Request Letter
2. Original Statement of Marks
3. A Photocopy of 10th or 12th Certificate
4. Demand Draft of Rs.250/- per Statement of Marks in favour of **“The Registrar, Periyar University”**, payable at Salem

IV. Duplicate Statement of Marks/Consolidated Statement of Marks

1. Request Letter
2. Original copy of Non-Traceable Certificate from Police Department
3. Demand Draft of Rs. 1200/- for each Statement of Marks in favour of **“The Registrar, Periyar University”**, payable at Salem

V. Genuiness

1. Request Letter from the Institution where the Student is working.
2. Photocopies of Statement of Marks
3. For Govt/Govt Aided Institution - Rs.300/-
4. For Private Institution - Rs.1200/-
5. Demand Draft in favour of **“The Registrar, Periyar University”**, payable at Salem

VI. Provisional/Degree Certificate

Submit the duly filled in Application form for Provisional/Degree Certificate along with the Photocopy of Statement of Marks through Study Centre to the Director, PRIDE, Periyar University, Salem - 636 011. The Director has to forward the Application to the Controller of Examinations along with " NO DUES" Certificate. After the above process, the Provisional Certificate will be issued at the earliest.

NOTE : In case of Lateral Entry (or) Break in Studies, Students have to submit the Original Certificates of Previous Education Qualification to The Director of PRIDE and obtain the "Original Verified" Certificate. The same may also be submitted along with the Application form.

VII. Duplicate Provisional/Degree Certificate

The Student should enclose the following for applying Duplicate Provisional/Degree Certificate.

1. Request Letter.
2. Non-Traceable Certificate issued by the Police Department
3. Demand Draft for Rs.1200/- (Demand Draft should be in favour of **"The Registrar, Periyar University"** payable at Salem.)

VIII. Provisional Certificate and Degree Certificate Correction

Students should enclose a Demand Draft for Rs.325/- along with the copy of Corrected Statement of Marks for the Provisional Certificate Correction.

For Degree Certificate Correction Students should enclose a Demand Draft for Rs.800/- . If there is a Correction in Tamil Name, they should submit proper evidence for Tamil Name.

IX. Genuiness of Provisional Certificate and Degree Certificate.

1. Request Letter from the Institution where the Student is working.
2. Photocopies of Provisional and Degree Certificate.
3. For Govt/Govt Aided Institution - Rs.300/-
4. For Private Institution - Rs.1200/
5. Demand Draft should be in favour of **"The Registrar, Periyar University"**, Payable at Salem