

Krishna University

Procedure for Obtaining the Original Degree

1. All the candidates who are qualified for the award of degree from 1st April 2017 onwards (i.e. In advance to 5th convocation) are eligible to get OD through Tatkal mode only by paying Rs. 2000/- (Two thousands only) and the OD will be dispatched within 6 working days..
2. Step by step procedure for applying original degree is as follows.
 - i. Payment of Fee through online portal
 - ii. Filling of Online Application
 - iii. Printing of Online Application
 - iv. Filling of required particulars and obtaining the signature of the Principal
 - v. Enclosing copy of Certificates as mentioned in point no. 7 of this document.
 - vi. Submission of Application either by Speed Post or by hand in the office of the Controller of Examinations

Step-1: Payment of Examination Fee

- vii. Click on “**Application for Original Degree**” Option available in the Examinations tab in the University website (<http://www.krishnauniversity.ac.in>)
- viii. Click on “**Payment of Examination Fee**” option
- ix. Click “**I have read and accept the license terms**” and click on **Proceed** button.
- x. Select appropriate payment category
(*Examination Fee-UG / Examination Fee-UG / Examination Fee-Others*)
- xi. Fill the required details and choose Fee category as “**TATKAL ORIGINAL DEGREE FEE**”
- xii. Fill the Amount column as per Table-A or Table-B which ever is applicable
- xiii. Press submit button
- xiv. Payment can be made either by Credit Card/Debit Card/ Net Banking/Offline Mode
- xv. Candidates who are desired to pay by Credit Card/Debit Card/Net Banking are required to choose appropriate options for payment, pay the amount and take the printout of the receipt.
- xvi. Candidates who are desired to pay by “**Other payment modes**” are required to take print out of **SBI online challan**

and pay the amount at any nearest State Bank of India branch and obtain the receipt.

- xvii.** After payment of fees, kindly note down the “**SBI Collect Reference Number**”, **amount paid** and **date of payment**.

TABLE-A	
Fee for Original Degree	
This Table is applicable to those who passed on or before 31-Mar-2017	
Gap between OD application date and Date & Year of Pass	Amount
Within 4 years	1050
5 th Year	1450
6 th Year	1850
7 th Year	2250
8 th Year	2650
9 th year	3050
10 th Year	3450
After 10 th year onwards	Rs.3450+ Rs.1,000/ Per each year
Tatkal	Fee calculated in the above Criteria plus Rs.1000 extra

TABLE - B	
This Table is applicable to those who passed on or after 01-04-2017	
Fee	Rs. 2,000/-

Note: Students who passed their course of study on or after 1-April-2017 are eligible to apply for their Original Degree in advance to 5th Convocation under Tatkal scheme only by paying Rs. 2,000/- (Two thousands only). Tatkal OD will be dispatched within 6 working days from date of application.

3. Step-2: Filling of Application online:

- i. Click on “Application for Original Degree” Option available in the Examinations tab in the University website (<http://www.krishnauniversity.ac.in>)
- ii. Click on “Filling of Online Application” option
- iii. Select Appropriate Category of Application (During 4th Convocation / Tatkal OD – After Convocation/ Tatkal OD – Before Convocation)
- iv. Students of Autonomous shall select **Autonomous**

- v. Enter the name of the candidate and father name of the candidate as per the SSC certificate.
- vi. Address should be entered carefully.
- vii. Fill all the details carefully
- viii. Verify all the particulars thoroughly twice before saving
- ix. If all options are correct and satisfied by the candidate then choose “**Save & Print**” option
- x. Note down the “**Application Number**”

Step-3: Printing of Online Application :

- i. Click on “**Application for Original Degree**” Option available in the Examinations tab in the University website (<http://www.krishnauniversity.ac.in>)
- ii. Click on “**Printing of Online Application**” option
- iii. Enter your “**Hall ticket number**” and “**Application Number**”
and press the “**Print**” button.
- iv. Take the Printout of Application and Take two Xerox copies

Step-4: Filling of subject particulars and obtaining the signature of the Principal

- i. Students are required to fill all the subject particulars according to marks memos.
- ii. Students are required to sign in at appropriate place at first page with date.
- iii. Obtain the signature of the Principal along with stamp and seal at first page.

Students are required to sign with date on the “**Declaration by the Candidate**” page along with Place & date

Step-5: Enclosing of Certificates :

- i. The candidate is instructed to be very carefully about the entries to be made in all the columns.
- ii. All entries should be made in candidates own hand writing and he/she will be held responsible for any incorrect entry that he/she makes.
- iii. Signature of the Student with date and The Principal with seal and date is compulsory on the **Printed Copy of Online Application.**
- iv. The following self attested certificate/document's shall be enclosed along with application
 1. SSC Certificate or its equivalent
 2. Provisional certificate of the qualifying degree
 3. Xerox copy of all marks memos/ Grade Cards
 4. Online payment receipt
 5. Xerox copy of the college identity card.
 6. Self addressed A4 size envelope cover
 7. Two passport size photos (Affix one of these two photos on the application and it should be attested by the Principal)

Step-6: Posting of Application:

- i. Duly filled in Online Application along with all the enclosures as mentioned in Step-5 should be kept in A4 size cloth cover superscripted with "**Application for Original Degree**"
- ii. Write **To address**
- iii. Write **From Address**
- iv. Submit Application either by speed post or by hand at Office of the Controller of Examination, Krishna University, Beside Godugupeta Sivalayam, Godugupeta, Machilipatnam- 521001