



Kristu Jayanti College

AUTONOMOUS **Bengaluru**

Reaccredited A++ Grade by NAAC | Affiliated to Bengaluru North University

03-08-2023

58th Mini Convocation of Bangalore University

Students who were admitted for the academic year 2017-18 and preceding batches

(eg. Reg. No. starting with 17 and prior batches) are eligible to apply for the

58th Mini Convocation of Bangalore University

Notification No. EX.VA/58th Mini/Convocation/2023 - 24 dated 18/07/2023

Applications are invited for the Degree Certificates from the eligible candidates (2017 batch and preceding batches) for the 58th Mini Convocation of Bangalore University. Only those candidates who have been declared successful in the Degree Examination conducted till October/November 2022 and earlier periods who have not applied for the Degree Certificate till now are eligible to apply for this convocation. The prescribed application form can be downloaded from the University Website www.bangaloreuniversity.ac.in and from the College website www.kristujayanti.edu.in and <https://alumni.kristujayanti.edu.in/>. The application forms are also available in the college office.

Prescribed fees for Degree Certificates are as follows:

Fees to be paid through "**online payment**". For more information visit www.bangaloreuniversity.ac.in.

- For all categories of students of Bangalore University: (including application fee)
 - Convocation fees for Indian nationals : Rs. 1575/-
 - Convocation fees for Foreign nationals : Rs. 6015/-
- For students of autonomous colleges: (including application fee)
 - Convocation fees for Indian nationals : Rs. 3130/-
 - Convocation fees for Foreign nationals : Rs. 11705/-

Fines for those who have not taken the Degree Certificate after completing the degree is as follows:	In addition to the above prescribed fee:
a) From 2 nd Year onwards up to Five years	Rs. 595/-
b) From 5 th Year onwards up to Ten years	Rs. 1195/-
c) From 10 th Year onwards up to Fifteen years	Rs. 1735/-
d) From 15 th Year onwards up to Twenty years	Rs. 2385/-
e) From 20 th Year onwards up to Twenty five years	Rs. 2905/-

Last date for submission of hard copies of the duly filled application form with necessary documents to the college office without late fee	14th August 2023
Last date for submission of the duly filled applications to the College with late fee of Rs. 200/-	19th August 2023
Timings for application submission: Monday to Friday : 9.30 a.m. to 4.30 p.m. Saturdays : 9.30 a.m. to 12.30 p.m.	
Venue: Reception Counter (Admin Block, Ground Floor)	

List of documents to be submitted to Kristu Jayanti College Office (Admin Block Reception) along with duly filled 58th Mini Convocation Application Form

(Scanned copy of the application form will not be accepted)

- A copy of the duly filled 58th Mini Convocation Application Form
- Online convocation fee paid receipt (2 copies)
- Copies of all Semester Mark Cards
- A self-addressed stamped envelope
- Three passport size photos
- Proof of current status
 - Copy of Company ID Card / Offer letter, if working.
 - Copy of College ID card if pursuing higher studies.

K. Narayanapura, Kothanur P.O., Bengaluru-560 077, Karnataka, India

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Instructions to Candidates

1. Convocation applications form may be downloaded from the University Website www.bangaloreuniversity.ac.in. The application forms are also available in the College website www.kristujayanti.edu.in and <https://alumni.kristujayanti.edu.in/>. Candidates while filling the applications should write their names in CAPITAL LETTERS as registered in the examinations.
2. The candidates should invariably enter their Contact address / telephone nos. / Mobile No. / Email ID on the application for further correspondence, if any.
3. Write the correct optional and special subjects as mentioned on the marks cards.
4. The candidates should ensure that the **particulars entered on the application forms tally with the details on the marks cards** pertaining to name, subject of study, month/year of passing/class declared etc. If there are any mistakes on the marks cards, i.e. wrong name, wrong marks, wrong class declaration etc., the same has to be corrected before applying for convocation.
5. Incomplete and incorrect applications will not be considered by the university and no correspondence will be entertained in this matter.
6. **The convocation fee once paid will not be refunded or re-adjusted for the next convocation.**
 - **Paying the convocation fee online is not enough to complete the application process. To complete the procedure, students must submit the properly filled application form to the college office together with all relevant document and fee receipt.**
 - **The convocation application fee paid without submitting the application form will not be refunded or readjusted for the next convocation.** The candidates should **submit the application form directly to the college office** and collect the acknowledgement.
7. The candidates should affix recent **passport size photographs (2 nos)** with white background on the application form in the space provided and bring three additional copies of passport size photos (Stamp size photos will not accepted).
8. Students who are currently residing outside of Bengaluru and are unable to directly submit their applications may do so through someone with proper authorization letter signed by the student. The convocation application form has to be filled out and signed by the student.
9. **The candidates should not submit the applications directly to the University nor send the scan copy of the application form to college. Scanned copy of the application form will not be accepted.**



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Procedures to fill the application form

Step One: Online convocation fee payment

Visit Bangalore University website: www.bangaloreuniversity.ac.in

- Click on the Online Service - On-Line Service and University Fee Payment
- Click on Convocation fee payment tab
- Click autonomous college convocation fee payment
- Fill the application form
- Select fee type, calculate the fee and save the file
- You will be directed to the payment portal
- After successful payment, print the acknowledgement

Step two: Submission of the duly filled form along with fee payment receipt to the college office before the due date.

Candidates should submit the duly filled application form with required documents to the college office on or before the last date. Scanned copy of the application form and documents will not be accepted.

The convocation fee once paid will not be refunded or re-adjusted for the next convocation.

The application process is not complete once the convocation fee has been paid online. Students must submit the properly filled-out application form to the college office together with all required documentation and their fee receipt to finish the process.

The convocation application fee that is paid without submission of the application form will not be refunded or re-adjusted for the next convocation.

Principal