

KRISHNA UNIVERSITY : : MACHILIPATNAM

Procedure for Obtaining the Original Degree & Other Certificates

1. All the candidates who are qualified / completed for the award of Original Degree in (or) after 2022 (i.e., in advance to 6th convocation) are eligible to get OD through Tatkal mode only, by paying Rs. 2050/- (OD Fee Rs.2000/- + Postal Charges Rs.50/-) (Rupees two thousand and fifty only) and the OD will be dispatched within 6 working days (It is not mandatory rule, but it is only guiding rule).
2. The candidates who are qualified / completed for the award of Original Degree before the year 2022 are eligible to get OD through Tatkal or Non-Tatkal modes, by paying the prescribed fee as per the rates mentioned in the below **Table – A**. The OD will be issued within 6 working days (It is not mandatory rule, but it is only guiding rule) those who applied in Tatkal mode and 45 days for those who paid the fee and applied in Non-Tatkal mode.
3. The candidates who required other necessary certificates (other than OD) from University are apply by paying the fee as per the rates as mentioned in the **Table – B** through online along with prescribed filled in application formats which are available in the University website.
4. Step by step **Procedure for applying Original Degree** is as follows :
 - a) Payment of Fee can be made through online portal
 - b) Filling of Online Application
 - c) Filling of required particulars
 - d) Take printout of Online Application
 - e) Obtain the signature of the Principal of the concern College
 - f) Enclose the xerox copies of the certificates as mentioned in point no.9 (d) along with application
 - g) Submission of Application either by Speed Post or by hand in the office of the Controller of Examinations
5. **Step-1: Payment of Fee (All the payments to be paid through SBI challan of SBI Collect only)**
 - a) Click on “**Apply for OD**” option available in the Examinations tab in the University website (<http://www.kru.ac.in>)
 - b) Click on “**Payment of Examination Fee**” option, then **SBI Collect** screen occurred
 - c) Click “**I have read and accept the license terms**” and click on “**Proceed**” button.
 - d) Select appropriate payment category (*Examination Fee-UG / Examination Fee-PG / Examination Fee-Others*)
 - e) Fill the required details and choose Fee category as “**TATKAL (or) NON-TATKAL ORIGINAL DEGREE FEE**”
 - f) Fill the amount column as per Table-A or Table-B whichever is applicable
 - g) Press submit button
 - h) Payment can be made through online by using Credit Card / Debit Card / Net Banking only

- i) Candidates who are desired to pay by Credit Card / DebitCard / Net Banking are required to choose appropriate options for payment, pay the amount and take the printout of the receipt.
- j) Candidates who are desired to pay by “**Other payment modes**” are required to pay the amount through online and obtain the receipt.
- k) After payment of fee, kindly note down the “**SBI Collect Reference Number**”, **amount paid and date of payment**.

6. Step-2: Filling of Online Application :

- a. Click on “**Apply for OD**” option available in the Examinations tab in the University website (<http://www.kru.ac.in>)
- b. Click on “**Filling of Online Application**” option
- c. Students of Autonomous Colleges shall select “**Autonomous**” and the Students other than Autonomous Colleges shall select “**Non-Aautonomous**”
- d. Select Appropriate Category of Application
(**During Convocation / After Convocation / Before Convocation / Tatkal OD**)
- e. Enter the name of the candidate and father name of the candidate as per the SSC certificate.
- f. Address should be entered carefully.
- g. Fill all the details carefully and upload the latest passport size Colour photograph & Qualification Certificates as prescribed
- h. Verify all the particulars thoroughly twice before saving
- i. If all options are correct and satisfied by the candidate then choose “**Save & Print**” option
- j. Note down the “**Application Number**”

7. Step-3: Printing of Online Application :

- a) Click on “**Apply for OD**” option available in the Examinations tab in the University website (<http://www.kriu.ac.in>)
- b) Click on “**Printing of Online Application**” option
- c) Enter your “**Hall Ticket Number**” and “**Application Number**” and press the “**Print**” button.
- d) Take the Printout of Application and Take two Xerox copies

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

- a) Students are required to fill all the subject particulars according to the marks memos.
- b) Students are required to sign in at appropriate place at first page with date.
- c) Obtain the signature of the Principal along with stamp and seal at first page.
- d) Students are required to sign with date on the “**Declaration by the Candidate**” page along with Place & date

9. Step-5: Enclosing of Certificates :

- a) The candidate is instructed to be very carefully about the entries to be made in all the columns.
- b) 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.
- c) Signatures of the Student with date and the Principal with seal and date are compulsory on the **Print Copy of Online Application**.
- d) 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 of Semester wise / Year wise / Grade Cards
 4. Online bank payment receipt
 5. Xerox copy of the college identity card.
 6. Xerox copy of the Aadhaar card.
 7. Self addressed A4 size cloth cover with mobile No. and affix Rs.45/- postal stamps (for obtaining other than OD certificates)
 8. Three passport size latest colour Photographs (Affix one of these three photos on the application and it should be attested by the Principal). **Do not staple the Photographs.**

10. Step-6: Posting of Application:

- a) 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**”
- b) Write **To address**
- c) Write **From Address with Mobile No.**
- d) Submit the application along with challan and copies of the other necessary certificates either by speed post or by hand at Office of the Controller of Examinations, Krishna University, Rudravaram, Machilipatnam- 521004 during the working days between 10.00 am to 5.00 pm.



KIRSHNA UNIVERSITY . MACHILIPATNAM

EXAMINATION SECTION

FEE RATES FOR ORIGINAL DEGREE CRETIFICATE W.e.f. 01/01/2026

S.NO.	Year of Passing	Non-Tatkal	Tatkal
1	FOR 2025 & 2026 (IN ADVANCE TO IX TH CONVOCATION)	2050	2050
2	2024	1050	2550
3	2023	1050	2550
4	2022	1450	2950
5	2021	1850	3350
6	2020	2250	3750
7	2019	2650	4150
8	2018	3050	4550
9	2017	3450	4950
10	2016	3850	5350
11	2015	4250	5750
12	2014	4650	6150
13	2013	5050	6550
14	2012	5450	6950
15	2011	5850	7350
16	2010	6250	7750


Controller of Examinations
Krishna University
Rudravaram
Machilipatnam - 521 004
27/1/26

OTHER CERTIFICATES

The candidates who required the following certificates are apply in the prescribed application formats as given below by paying the fee as per the rates mentioned in the below **Table – B** through online as per the procedure mentioned in the point No.5, Step-1 and item (e) and fill the required details and choose Fee category and pay the amount and submit the filled in application form along with challan and copies of the other necessary certificates either by speed post or by hand at Office of the Controller of Examinations, Krishna University, Machilipatnam - 521004 and the fee rates applicable w.e.f. 01-07-2022.

TABLE - B

A. RATES FOR THE ISSUE OF DIFFERENT CERTIFICATES	Present Exam fee	Proposed rates
Fee for issue of consolidated marks list (per appearance i.e. multiple of total number of Grade cards/Marks sheets)	75	100
Change of optional paper at Degree and PG level	125	150
Change of second language at Degree level	185	250
Migration Certificate	125	150
Medium of Instruction Certificate	185	250
Fee for Duplicate Marks list for each marks memo	185	250
Fee for Triplicate Marks list for each marks memo	430	500
Fee for Duplicate Provisional certificate	245	300
Fee for Duplicate Original Degree certificate	OD applicable fee + Rs.1500	
Fee for Triplicate Original Degree certificate	OD applicable fee + Rs.2000	
Fee for Tatkal Original Degree certificate	Regular OD fee + Rs.1500	
Fee for Genuineness certificate(one Set)	650	1000
Fee for Provisional certificate	60	150
Fee for issue of Original Degree (for final semester batch)	500	1000
Fee for correction in Marks list/Grade card/Certificate	50	200
Fee for Transcripts per Provisional & CMM certificates (per set)		1000
Fee for Transcripts per Provisional, Marks memos & CMM certificates (per set)		1500

- Candidates those who are applying for the above certificates shall enclose the self addressed A4 size cloth cover with mobile No. and affix Rs.45/- postal stamps along with application form and xerox copies of the necessary certificates.
- After completion of the printing work of the Certificates, they will be issued to the candidate either personally by hand or sent by Speed post as required by the candidate. The University has no way responsibility for missing or not to delivering the certificates which were sent by Speed post.

Note : The application along with Challan shall be submit for obtaining the OD and Other necessary certificates in the Examination Section office immediately either by speed post or by hand at Office of the Controller of Examinations, Krishna University, Machilipatnam – 521004, Krishna District. The challan is valid upto 3 months from the date of remittance.