

Standard Operating Procedure (SOP) on issuance of Provisional Degree Certificate

After successfully completing a programme of study, the University issues a Provisional Degree Certificate to a student, on request. This is being issued as an interim alternative of the Original Degree Certificate, which is issued after completing all the necessary formalities. This document will help the University administration to keep a track of the student, who has successfully completed their education with the University.

This document certifies that the student has undergone the prescribed courses and met the criteria set by the University and is eligible to receive the Degree. This certificate helps the student in applying for higher education or for employment.

Procedure

- A student who wishes to obtain the Provisional Degree Certificate (PDC) must submit the completely filled application form (Annexure-1C), along with the following documents, to the Administrative Office of the School:
 - a) No Dues Certificate, if not submitted yet.
 - b) Self-attested copy of the Statement of Marks/Grade/Transcript, Degree Certificate and a copy of Internship completion certificate, if applicable.
 - c) Payment receipt, in case the application is for duplicate PDC. Fee can be paid online to the University Account (<https://www.sharda.ac.in/payment-procedure.html>).
- Upon receipt of the application form, the respective Administrative Office will verify the information provided in the application form against the records and receipt, and will process only if there are no pending dues against the student and the details furnished, are in order. In case of any discrepancy/deviation, the student will be communicated through email by the Administrative Office of the School.
- The application form duly verified by the Administrative Office along with the comments of Dean of the School, will be sent to the Office of Controller of Examination (COE) for verifying that all programme requirements have been met, in order to award a Degree/Diploma.

- The PDC will be prepared after due verification and will be signed by the COE.
- The PDC will be sent to the School concerned for distribution to the student. The student will be notified through e-mail by the Administrative Office and the document can be collected from the Administrative Office of the School. Before distribution, the Administrative Office must ensure that all relevant information is recorded in the "Record Register/ERP" for future reference.
- Under special circumstances,
 - a. The Provisional Degree Certificate (PDC) can be handed over to the student's authorized representative if the student's undertaking (Annexure-2C) is accompanied by a certified copy of his or her photo and signature identity. Under any circumstances, the Provisional Degree Certificate will not be sent through Post/Courier.
- If a student loses the original PDC issued by the University, a duplicate can be issued after the University receives an affidavit (Annexure-3D) from the student along with the payment receipt, as prescribed below, and application form. The duplicate PDC will be issued using the same procedure as described above.
 - a. Indian National student Rs.1000.00 *and* International Student \$ 50.00

Enclosures:

- Annexure-1C (Application Form)
- Annexure-2C (Pro-forma for Authorization Letter)
- Annexure-3D (Affidavit for Duplicate PDC)
- Annexure-ND (No Dues Form)

APPLICATION FORM FOR

 Migration Certificate Course Completion Provisional Degree Certificate

 Passport size
 Photograph.

TO BE FILLED BY THE DEPARTMENT/ SCHOOL

Application Form No.: _____	Fee Receipt No. : _____	Date: ____/____/____
Employee ID: _____	Signature: _____	

TO BE FILLED BY THE STUDENT

Name of the student in CAPITAL Letter (as per the University Record)	:	
System ID	:	
Roll number	:	
Enrolment No.	:	
Particulars of the Program of study and supporting document		
Name of the Program of study	:	
Name of the School	:	
Name of the Department	:	
Duration of the Program	:	
Year of Admission	:	
Year of Passing	:	
Current CGPA	:	
Copy of the Statement of Grades/ Transcript	:	Self-attested copy attached - Yes/ No
Receipt of the Application Fee (wherever applicable)	:	Original fee receipt attached - Yes/No
No Dues Form	:	Already Submitted / Not submitted / Attached
Personal Particulars of the student		
Student's e-mail ID	:	
Father's Name	:	
Mother's Name	:	
Date of Birth	:	
Nationality	:	
Permanent Address	:	_____
State	:	
Pin Code	:	
What is your preferred method of receiving		Personally: Yes / No

the Migration Certificate?		Through authorized personal:	Yes / No
		Through Post/Courier:	Yes / No
Address for mailing the Migration Certificate-Course Completion only, through Registered post/Courier in India, <u>by paying the required postal charges. Receipt of the payment has to be submitted.</u>			
Address: _____			
_____		City: _____	
State : _____		Pin Code: _____	
National: _____		International: _____	

Note: The University will not be responsible for any loss, damage, or delay in receiving the Migration Certificate while the document is in transit. The Migration Certificate will not be resent to the student if it is returned to the University for any reason. The student must collect it from the respective School Dean's Administrative Office in person or through a duly authorized person after submitting a self-attested undertaking (Annexure-2C).

PLACEMENT & HIGHER STUDY RECORD: TICK (✓) THE SUITABLE OPTION(S) AND COMPLETE THE DETAILS.

Higher Studies	Name of Institution		Program pursuing		Year of Admission
Placement	Name of Organization	Designation	Salary offered	Self Placed	Placed by the School
Self Employed	Name of Organization	Family Business	Start-up	Year of starting	No. of Employees
Satisfaction Level	Highly Satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	

DECLARATION BY THE STUDENT

I solemnly declare that the information provided above is true and correct in all aspects. I have not concealed any information. I understand that if any of the information provided here is found to be incorrect or untrue, I shall be held responsible for the actions taken by the University.

Date: _____

Place: _____

Signature of the student

CHECKLIST FOR GIVING CLEARANCE BY THE ADMINISTRATION OFFICE OF THE SCHOOL

(FOR OFFICE USE ONLY)

Sl. No.	Particulars	Y/N	Sl. No.	Particulars	Y/N
01	Spelling of the name of the student, System ID/Roll number mentioned are correct		05	Copy of the Internship Completion Certificate (if not applicable, please mention NA)	
02	Duly filled application form and a recent passport size color photograph.		06	Student has completed all academic requirements for the award of Degree/Diploma	
03	Original receipt of the payment, if applicable.		07	Copy of the Statement of Grade/Transcript attached	
04	No Dues Clearance form. If student has already submitted "No Dues" no need to process it again.		08	Self-attested copy of Aadhar Card as ID proof. Original identity proof document required for verification	

CLEARANCE CERTIFICATES
(FOR OFFICE USE ONLY)

<p align="center">VERIFICATION BY THE ADMINISTRATIVE HEAD OF THE SCHOOL</p> <p>The particulars mentioned by the candidate are true and correct. Student has already submitted the "No Dues" form. Student's name has been struck off from the rolls w.e.f. (date)_____</p> <p>Date_____ Signature</p>	<p align="center">CLEARANCE BY THE DEAN OF THE SCHOOL</p> <p>There is nothing on record that would justify withholding his/her Certificate. It may, therefore, be issued.</p> <p>Date_____ Signature of the Dean & Seal</p>
<p align="center">CLEARANCE AND DECLARATION BY CONTROLLER OF EXAMINATION</p> <p>The information provided by the candidate are true. His/Her name has been removed from the rolls w.e.f. _____. There is nothing on record that would justify withholding his/her Migration Certificate/ Provisional Degree Certificate. I hereby declare that the student has produced all required documents for eligibility verification, and that I have found him/her eligible for receiving the Migration / Provisional Degree.</p> <p>Date_____ Signature of the COE and Seal</p>	

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<p>Date of Receipt of the Application: _____</p> <p>Certificate No: _____</p> <p>Date: _____</p> <p align="right">Signature of the Administrative Head of the School</p>

PRO-FORMA FOR AUTHORISATION LETTER

I hereby authorize Mr./ Ms....., to receive my Migration/Provisional Degree Certificate for which I have applied vide Application No. _____ dated_____.



Details of the person and his specimen signature is attested below.

Name in full : _____

Valid photo ID Proof : _____

Signature_____ Signature attested _____

Note: A copy of the attested photo ID proof (anyone as mentioned below) should be attached and original has to be brought for verification.

- Aadhaar Card, Voter ID Card, Driving License, Passport

AFFIDAVIT FOR DUPLICATE PROVISIONAL DEGREE CERTIFICATE

I, _____ bearing Enrolment No. / System ID._____ and Roll No_____, was a student of (Name of the School) _____ have successfully completed the Program (Name of the program) _____. hereby solemnly declare that the Provisional Degree Certificate issued to me on _____ has been lost.

Therefore, I have paid the requisite fee for the same and request you to kindly issue me a Duplicate Provisional Degree Certificate at the earliest.

Signature of the student

No Dues Form

(To be filled by the Student)

01	Name of Student (in Capital Letters)				
02	System ID		Roll No.		Enrolment No.
03	Student Contact No.			Student email ID	
04	Father's Name			Father's Contact No.	
05	Mother's Name			Father's email ID	
06	Year of Admission			Name of the Program	
07	Name of the School			Name of the Department	
08	Permanent Address				

Signature of the Student

Sl. No.	Name of Department	Name & Signature of the In-charge	Seal of the Dept.	Remarks
1.	Central Library			
2.	School/Department Library (Wherever applicable)			
3.	DSW Office			
4.	Hostel Administrative Office (If applicable)			
5.	International Relations Division (for International students only)			
6.	Placement Cell			
7.	Alumni Cell			
8.	School Examination Cell			
9.	Mentor			
10.	HOD (to check for any item/equipment issued from Lab/Department)			
11.	Dean of the School			
12.	Accounts Office			

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<p>Verification:</p> <p>According to the records available, the facts stated above are CORRECT/ INACCURATE.</p> <p>Remarks, if any:</p> <p>_____</p> <p>_____</p> <p>Date: _____ Admin Head of the School</p>	<p>Date of Receipt of Application: _____</p> <p>Certificate Reference No*: _____</p> <p>Date of the issuance: _____</p> <p style="text-align: right;">Admin Head of the School</p> <p>*PDC/MC/Degree/Withdrawal</p>
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