

SOP - Provisional Certificate

A student, seeking to obtain a provisional certificate, shall have to make request on the prescribed application form. The application form can be purchased from the Accounts Department. The application form shall be valid for 15 days from the date of issue by Accounts Department .

The application form duly forwarded by the Dean/ Principal enclosing the self-attested statement of marks and a copy of intern-ship completion certificate (If applicable) is to be submitted to the Registrar Office.

In general, it takes 3 to 4 days in preparing the provisional certificate. On receipt of application, the details furnished will be verified from the records maintained at the Registrar Office. If the details furnished are in order, the certificate will be processed. In case of any discrepancy/deviation, the student will be communicated by email.

The provisional certificate shall have to be collected by the student from the Registrar Office in person only. In special circumstances, it can be handed over to the authorized representative of the student, provided the authorization made by the student is duly supported by a certified copy of photo and signature identity.

The provisional certificate shall not be issued after the convocation of student's batch.