

INSTRUCTIONS

Please duly fill the particulars in your own handwriting.

1. Incomplete Form will not be entertained and shall be returned or be kept pending unless the deficiency is removed.
2. D.M.C (copy) of the last examination passed and attested copy of N.I.C be attached Original Bank Draft/deposit slip be attached.
3. Fee remitted by Money Order will not be accepted.
4. Regular student are required to attest the form from Head of the Institution/Principal.
5. For immediate degree the applicant must submit the Prescribed form completed in all respect before 10:00Am. On the working day in the Degree Section.
6. The office will not be held responsible for delay in preparation of degree in stipulated period due to incomplete wrong information / R.L cases / Non availability of Registrar / Vice-Chancellor, etc.
7. In case of Examination where the specialization has to be mentioned in the degree Certificate to the effect is to be furnished from the concerned Head of Department; / Institution.
8. For receiving the Duplicate Degree, please attach the photo copy of the following documents:-
 1. Original Degree (If available)
 2. F.I.R (Original)
 3. Cutting of at least two news Paper
 4. D.M.C of the Degree lost.
 5. N.I.C
 6. Original Matric and Intermediate Certificate

FEE SCHEDULE

Category	Issue Period	Original Degree	Duplicate Degree
Normal	28 days	Rs. 800	Rs. 1000