APPLICATION FOR ISSUE OF PDC's/DEGREE'S

College- …………………………..… **Branch-** ……………………**Course-** …………….. **Batch-** ….……..……

1. Name _____ **2.** University Roll No. _____

3. Father's Name _____ **4.** Mother's Name _____

5. PDC/ Degree required _____

6. E Mail ID (If any) _____ **7.** Contact No. _____

Date :

    1. Result has been verified and student is eligible for issue of PDC/Degree.

Signature of Student

Signature of College Dean

Accounts Office   Library   Mess/Canteen

Eligibility Verified

Signature of Assistant Registrar (Academics)

Forwarded to controller Examination for:

(a) Verification of the result

(b) Issue of PDC/Degree if student has passed in all subjects (Internal & External) in all semesters and PDC/Degree has not been issued earlier.

Instructions

1. The Office will not be responsible for any delay in case the Application Form is not complete in all respects.
2. **Original Receipt of (Rs. 500/-) for PDC/ Degree, to be attached.**
3. **For Duplicate PDC/ Degree, Original Receipt of (Rs. 1000/-) to be attached.**
4. For duplicate PDC/ Degree, the applicant should submit photocopy of original PDC/ Degree and original copy of First Information Report **(F.I.R.)** along with the application form.
5. Special fee for urgent Degree required is Rs. 1000/-.
6. Degree will be issued after 3 months of completion of the course and normally on the convocation with a fee of Rs. 500/-. Degree can be issued within 3 days of receipt of application form. But in case of late passing of the course, condition of 3 months is not applicable.