

## Guidelines for Issuance of Certificates

Examination system provides various types of certificates to the students. After the successful completion of an academic program, each student is entitled to a degree certificate. If due to convocation or any other reason, a student cannot get the degree certificate in time, he/she can apply for the provisional degree certificate. Every student is supplied a marks certificate immediately after the declaration of the result. There is also the provision of duplicate marks card or duplicate degree certificate if any of these documents is lost/damaged. Revised marks certificate or degree certificate is also issued if there is any correction in the particulars of a students or he/she improves the division. Meritorious students can get a merit certificate also.

For regular students with clear result, certificates are sent to the college/department directly. However, those students who appear in an examination as private candidates have to apply for the degree certificate. Similar is the case with those regular students whose result is declared through subsequent notifications. While applying for the document, a student has to follow a well defined procedure. He/she has to apply for the same. The application must be complete in all respects. If it is not, preparation of the document becomes difficult if not impossible. In many cases, the particulars given by a student in his/her application are incorrect, incomplete or illegible. While the student is waiting for the certificate, the same is not being prepared. He/she has to personally come to the Examination Wing. Besides delay, it creates lot of inconvenience for both the students as well as the Examination Wing. It could easily be avoided if students submit their applications in time and the same are complete in all respects.

While applying for provisional certificate or degree certificate, there are various particulars which are common in both proforma. These are: Name of the candidate, Father's name, Registration number, Roll number, Name of the examination passed, Year and Session of passing the examination, College/Department from which the student appeared in the examination, Permanent address on which the particular certificate is to be sent, Voucher number of university fee etc. While filling up the proforma, students commit various mistakes which could be summarized as under:

- Name and Parentage:** Though strange, yet it is true that many students fail to write their name correctly. This is particularly the case with Father's name. Main reason behind incorrect name of a student or his/her father's name is that these students do not fill the proforma themselves; their friends or well wishers do it. Because of this bad practice, there are serious mistakes in the name and parentage of a candidate. Let us take a few examples; Mehmooda Bano and Mehmooda Akhtar are two different names. Mehmooda and Mehmooda Bano are two distinct names. What is more important Mehmooda and Mehmoodha are distinct even though there is addition of just one alphabet 'h' in the second name. If the father's name of a candidate is Ghulam Nabi Lone, it should never be written as G.N. Lone or simply Ghulam Nabi or Gh. Nabi or Mr. Lone or Lone Sahib. Writing Mohd for Moahammad or Qureshi for Quarashi implies variation in the name. Preparation of certificate cannot be made if the basic particulars are wrong. Whatever particulars you write the same have to match exactly with the particulars available in the University. If you supply incorrect particulars, you should not expect any document unless the corrections are made.
- Registration Number:** Your Registration number is unique. No two students will share the same Registration number. It consists of three parts. First part is a continuous number having 1 to 5 digits like 7, 85, 489, 9273 and 45127 etc. The second part consists of 1 to 4 alphabets like W,AW,BUD,PRBM etc. The third part consists of 4 digits like 2004, 2009, 2011, 2012 etc. The first part indicates the serial number of the student in the college where he/she is enrolled first,

the second part indicates the College for a regular student and district code for a private student and the third part shows the year of enrolment in the college. Some examples of a Registration number are: 32-A-2001, 457-BUD-2007, 5748-W-2009, 54213-PRA-2010. The second registration number means that the student was registered for B.A General course during 2007 in Degree College Budgam at serial number 457. The last registration number pertains to a private candidate form District Anantnag.

Write your registration number correctly. If your registration number is 543276-A-2010, it should never be written as 54327A2010 or 52327-A2010 or 554327A-2010. If your registration number has five digits in the continuous number, ensure that you have written 5 digits correctly. Never write 5437 for 54327 or 54827 for 54327. Never write incomplete or incorrect registration number. The last two parts of your registration number are separated by hyphen (-). All your academic qualification, name and parentage are summarized under your unique registration number. Given the importance of registration number, you should preserve it at various places including your mobile phone, personal diary, note book or record book. Have a print out of your registration number and preserve it for future use. With online submission of examination forms, it is the registration number that will have to enter first. If you feed a wrong registration number, you will never submit your correct examination form.

When you apply for provisional certificate or degree certificate, your application must be accompanied by three marks cards of B.A/B.Sc./B.Com. Ist, 2<sup>nd</sup> and 3<sup>rd</sup> year. Registration number is printed on each marks card. Before submitting your application, ensure that there is one and the same registration number printed on each marks card. In case there is any mismatch anywhere, approach the university and get it corrected. Do not have the misconception that whatever the registration number written on 3<sup>rd</sup> year marks card is correct and final. It need not. Your correct registration number is one allotted to you by the university. It is available in your college and also on the website. Use the correct registration number while applying for any document. In many cases students write wrong registration number while applying for any document. Their certificates are not being prepared.

3. **Full name of college/department:** A candidate applying for a degree certificate should mention the complete name of the college/department from which he/she has appeared in the qualifying examination. Some students write Boys College or Women College. This is not acceptable. There are so many Boys or Women colleges. A candidate appearing from Boys college, Anantnag should write Govt. Degree College for Boys, Anantnag as the correct name of the college. If it is Women College, then the correct name is Govt. Degree college for Women, Anantnag. A candidate who has appeared in B.Ed Education from the Department of Education should write the correct name of the department as P.G Department of Education, University of Kashmir. Similar is the case with other names.
4. **Write you roll number:** Ensure that you have written the correct roll number. If your roll number has five digits, ensure that you write a 5 digit roll number. Every digit should be checked. It must be neat and clean, and correct.
5. **Your marks card must be legible:** The quality of photostat of marks cards must be fairly good so that all the particulars written on them are visible and legible. If the quality of photostat is poor such that the legibility is questionable, your application cannot be processed in time. Sometimes non-local/migrant students submit their cases for provisional certificates/degree certificates through fax. The quality of fax is so poor that the contents of marks certificates/degree certificate are not legible. These cases remain pending within the concerned section. Illegible document creates unnecessary work for many sections of the Examination

Wing. Marks cards with poor quality of Photostat or incomplete Photostat will invite financial punishment.

6. **Attach the voucher of the fee deposited in the university:** Attach the voucher of the fee deposited in the University with your application. For getting any certificate, you have to pay the requisite fee fixed by the University. Right now it is Rs. 100/- for provisional certificate, Rs. 150/- for degree certificate at undergraduate (UG) and postgraduate (PG) levels and Rs. 300/- at Professional levels. For revised degree certificate the current fee is Rs. 400/-. Since 2010, the fee for the preparation of degree certificate is an integrated component of the examination fee deposited by a student. No additional fee has to be paid. However, for each case prior to 2010, a candidate has to deposit the necessary fee through bank draft or the University chest. The receipt of the fee has to be attached with the application. While writing your particulars on the application form, you should never forget to write the voucher number of your fee receipt alongwith the date of payment. If your application is not accompanied by the fee receipt, it will never be processed. Application will remain under objection.
7. **Mention the correct address:** While submitting your application, you will not only write the correct address of your college/department, but also your correct home address. For a regular student the certificate is dispatched to the institution through which he/she appeared in the degree examinations. For a private candidate, unless specifically requested through a written certificate, the degree certificate will be sent on the home address given on the permission-cum-examination form. If you want the degree certificate to be sent on a particular address, then this address must be complete in terms of name of village/mohalla, tehsil, state, pin code etc. Wrong address will take the certificate into no man's land. Non local migrant candidates should write their permanent address on a medium sized i.e 12"x6"envelope and affix stamps worth Rs. 27 for provisional certificate and RS. 30 for degree certificate on this self-addressed envelope. It should be without any fold. If address is not given on the envelope or stamps of due amount are not fixed on the envelope, the degree certificate cannot be dispatched though it is prepared well in time.
8. **Attach the relevant marks cards and degree certificates:** If you are applying for undergraduate degree certificate, you should attach the marks cards of Ist, 2<sup>nd</sup> and 3<sup>rd</sup> year B.A/B.Sc/B.Com. with your application. Attaching one or only two marks certificates is a clear example of incomplete documents. If you are a non-local student applying for B.Ed. degree certificate, you must attach B.Ed. marks card as well as B.A/B.Sc./B.Com. degree certificate in original. Attaching B.Ed. marks card alone or B.A/B.Sc./B.Com degree certificate alone will not make you eligible for the B.Ed. degree certificate. Local students have to attach the B.Ed. marks card alone. Attaching no documents or incomplete documents is liable for financial punishment. Avoid it.
9. **Respect the time:** Given the statutes, provisional certificate can be issued upto a maximum of 6 months from the date of declaration of the result. During 2012, there is no reason to demand provisional certificate for any examination whose result has been announced in 2010 or 2008. It simply shows that registration of such candidate is still pending. Degree certificate say at B.Ed level has not been shown to the registration section. Demanding provisional certificate for a year like 2007 or 2008 leads to the speculation that perhaps the degree certificate has not been prepared at all. To discourage this practice, we are imposing financial penalty against all such cases where the request regarding the provision of provisional certificate exceeds 6 months. Please avoid the penalty.

10. **Apply for the degree certificate only when all the subjects are clear:** You cannot apply for a degree certificate even if there is one single backlog. If you have completed all the subjects of B.A/B.Sc./B.Com. Ist, 2<sup>nd</sup> & 3<sup>rd</sup> year but you have failed to qualify the Environmental Sciences, you are not eligible for degree certificate. Similar is the case with internal assessment marks of a paper/course number of any academic programme. This also holds true in case of practical examinations.

11. **Verification of marks /degree certificate:** Verification of marks certificates is done by the Tabulation Section while as degree certificates are verified by the Certificates Section.

The cases of verification are referred to the Examination Wing by various State/Central departments and private recruitment agencies. Every department/organization where you have got a job, will seek verification of your marks/degree certificate. Once the verification is done, the report is sent to the concerned department/agency where from the cases had been referred to Examination Wing. If any discrepancy is found in the documents furnished by the candidate, the concerned departments/agencies are informed accordingly. Avoid any false information or fake document. It can prove very costly at any stage of your career.

**We hope you will abide by these guidelines. It will help you to get your documents quickly. It will also help us to serve you better.**

**(Prof. A.S. Bhat)**  
**Controller of Examinations**