

Application for Issue of
PROVISIONAL DEGREE CERTIFICATE (PDC)

(on demand only – Through Dept. Chairperson)

Date:

01	Name of the Student (CAPITAL LETTERS)	
02	Father's / Mother's Name	
03	Programme & Branch	
04	USN	
05	Year of Admission	
06	Year of Completion	
07	Adhar No.	
08	ABC / NAD ID	
09	Phone Number	
10	Email ID	

Affix your
 passport size
 colour photograph
 attested by Dept.
 Chairperson

Academic Progress

Seme ster	Month & Year of Final Passing	Serial Number of Grade Cards (fill all applicable)						SGPA
		1 st attempt	2 nd attempt	3 rd attempt	4 th attempt	5 th attempt	6 th attempt	
I								
II								
III								
IV								
V								
VI								
VII								
VIII								
IX								
X								
Credits Registered:				Credits Earned:				CGPA:

Details of fees paid:

Amount (₹)	Receipt No. & Date

The information furnished in this application is true to the best of my knowledge. I have not received PDC and Convocation certificate earlier.

Date:

Verification Note**Signature of the student**

The student has **No Dues** to the department. All the documents have been **verified & found correct**.
Certified that the candidate has not received the PDC / Convocation Certificate earlier.

SEAL

Signature of the Coordinator with date

Signature of Chairperson with date

(Name:)

(Name:)

For office Use Only

Date of Submission of PDC application: Name of the application Receiver: _____ Signature	Date of Receipt of PDC: PDC Receiver Name: _____ (Coordinator / Chairperson) Signature
PDC Number:	

All documents have been verified & found correct Prepared by _____ Signature with date	All documents have been verified & found correct Verified by _____ Signature with date	Registrar (Evaluation)
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Note:

1. Candidates who have successfully completed degree examination are eligible.
2. Candidate may apply for PDC after 30 days from the date of the announcement of final semester results.
3. Minimum time to issue PDC is six working days from the date of submission of application.
4. Incomplete application would be rejected & **submission of false information would attract penalty**.
5. Department has to preserve the photocopy of the PDC issued & application.
6. **This application form has to be printed back-to-back only.**
7. **Fees once paid can't be refunded / adjusted.** Please check you are eligible to apply for PDC before submitting application.

Enclosures (attested copy):

1. All semester grade cards (pass & fail)
2. Adhar card
3. ABC ID proof
4. Fees paid receipt