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CHAPTER I

CERTIFICATES

1. Provisional Certificate

A provisional certificate is issued to a candidate after the publication of the result of the examination taken by the candidate and before the issue of the Original Degree/Diploma Certificate. Application for provisional certificate has to be submitted in the prescribed form and should be accompanied by the document proving the remittance of the prescribed fee. All applications for provisional certificate shall be addressed to the Controller of Examinations / Pro-Vice-Chancellor. All applications for provisional certificate shall be processed and the certificates issued, as far as possible, on the date of receipt of applications itself. Those who want to get their certificates by post shall enclose adequately stamped self-addressed envelope along with the application. Provisional Certificates shall be prepared in the approved printed format. The Controller of Examinations / Pro-Vice-Chancellor shall sign the provisional certificates. The Assistant, who prepares the certificate, the Assistant who verifies the entries on the certificate, Section Officer and Assistant Registrar shall attest them before they are put up for the signature by the Deputy Registrar. The Verification Report on the application shall also be placed along with the Provisional Certificate when it is put up to the Deputy Registrar. The seal of the University shall be affixed on the certificates. The number and date of issue of the Provisional Certificate issued shall be noted in the remark column of the Tabulation Register. There shall be no provision for issue of duplicate provisional certificates. However additional provisional certificates can be issued in deserving cases as decided by the Controller of Examinations / Pro-Vice-Chancellor after levying the prescribed fee.

A Stock Register of Provisional Certificates shall be maintained in the Section and the details of the books received from the store and the number issued for use and balance available in the section shall be noted in the Stock Register. Details of fee remitted by the candidate shall be entered in the Fee Fund Register maintained in the Section.

2. Diploma and Degree Certificate

The Academic Council is the authority to grant degrees, diplomas, titles, certificates and other academic distinctions to persons who shall have passed a prescribed course of study and shall have passed the prescribed examination or examinations or who shall have carried out research under prescribed conditions.

Candidates who have passed the various examinations conducted by the University become eligible to receive the degrees, diplomas, titles and certificates only after the Academic




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Council, at a formal meeting, held after the date of publication of the results, resolves to award the degrees, diplomas, titles and certificates to candidates who have passed the examinations during the period mentioned in the resolution.

In the case of courses which prescribe a specified period of internship or training as a prerequisite for the completion of the course, degrees shall be awarded only at a meeting of the Academic Council held subsequent to the date of completion of such internship/training.

A diploma, under the seal of the University and signed by the Controller of Examinations / ProVice-Chancellor shall be issued to each successful candidate after publication of the results of the examination for Diploma. The Diploma shall set forth the date of the examination, the subject in which he/she was placed and the subjects in which he/she gained distinction, if any. A certificate signed by the Controller of Examinations / Pro-Vice-Chancellor shall be given to each successful candidate after publication of the result of an examination, other than for a Degree. The certificate shall set forth the date of the examination, the subject in which the candidate was examined, the class in which he/she was placed and the subjects in which he/she gained distinction, if any.

All applications for Degree/Diploma shall be made in the prescribed form available in the University Office/University Website. The filled in applications shall be sent to the Controller of Examinations / Pro-Vice-Chancellor, as mentioned in the instructions given in the application form. The prescribed amount of fee shall be remitted and the Receipt/Demand Draft shall also be attached with the application(s). The concerned Examination Section shall prepare a verification report in the prescribed format in respect of each application. The Assistant who prepares the report, the Assistant who verifies the report, the Section Officer and the Assistant Registrar shall sign this verification report. The verification report shall be carefully prepared specifically noting the scheme of examination and the electives/optional subjects selected by the students. The verification reports in respect of Degree Examinations shall be sent to the section where Degree certificates are processed and printed. A rubber stamp of verification certificate shall be affixed on the reverse of the Diploma/Degree Certificates. The signature of the assistant, who prepares the verification report and the assistant who checks the entries on the printed certificate are entered in the verification certificate. Another assistant again compares the entries and signs the verification certificate. The entry D.P. (Degree Prepared) with the date of preparation of the certificate shall be made in the remarks column, in red ink, against the name of the candidate.

A statement showing the name of the Examination, names of students and serial numbers of the Diploma/Degree shall accompany the Degree/Diploma, while forwarding for




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signature of the issuing authority (VC/CE). The Diploma/Degrees along with the statements, in convenient lots are put up to the Assistant Registrar, who shall verify the certificates and statements and sign on the verification certificate stamped on the reverse of the Diploma/Degrees.

The Assistant Registrar shall also arrange to submit the Diploma/Degrees to the Vice-Chancellor through the Deputy registrar/Joint Registrar concerned. The Deputy Registrar/Joint Registrar shall also sign the statement before submitting the Diploma/Degrees for favour of signature by the Vice—Chancellor, through the Controller of Examinations / Pro-Vice- Chancellor.

The Degree Certificates received back in the section with the signature of the ViceChancellor are returned to the despatch section along with the necessary statements. The despatch section shall note down the details of the degree certificate and send them to the applicants under Speed/Registered Post.

IMPORTANT

Extreme care shall be taken while preparing the verification statements. The names of the candidates shall be written in capital letters exactly as given in their qualifying certificates. The register numbers and years of examinations shall be neatly and legibly written without any corrections. The names of subjects shall be so written that the individual letters can be identified by persons not familiar with the names of the subjects or the spellings of those names. Section Officers shall meticulously check the entries made by the assistants in the verification certificates to ensure the correctness of the certificates prepared. If any certificate, prepared by the section has to be cancelled due to any error or errors detected subsequently, it shall be cancelled only after obtaining the order of the Controller of Examinations / Pro-Vice- Chancellor. A degree certificate once signed by Vice—Chancellor shall be cancelled only after obtaining the orders of the Vice-Chancellor, irrespective of whether the certificate was issued to the candidate or not. In all such cases, the cancelled certificates with the orders of the competent authority for cancellation of the certificates shall be sent to the section. A Mistake Register of degrees shall be maintained in the section for entering the details of Degree certificates cancelled, reason(s) for cancellation and shall be put up along with the note requesting sanction for cancellation.

All officers involved in the preparation of degree certificates shall be held responsible if cancellation of degree is caused due to their carelessness, resulting in loss of valuable




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stationery and wastage of human resources. The procedure for verification, preparation and cancellation for degrees applies to diploma/certificates also.

Issue of Duplicate Certificates

If the Degree/Diploma certificate issued to a candidate has been irrecoverably lost, a duplicate of the certificate shall be issued, subject to following conditions:

1. Application for duplicate certificate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
2. An affidavit signed by the candidate and attested by a Notary Public, explaining the circumstances which led to the loss of the certificate shall be enclosed with the application.
3. An undertaking from the candidate to return the duplicate certificate to the University for cancellation if the original certificate happens to be recovered subsequent to the issue of the duplicate shall also be obtained from the applicant.
4. Applications for issue of duplicate certificates shall be posted in a separate register and the procedure followed for the issue of original certificate shall be followed for the issue of duplicate certificates also.
5. Tabulation sections shall also record the details of issue of duplicate certificates in the concerned Tabulation Register.
6. If an occasion arises for considering a request for issuing a Triplicate of a certificate to a candidate, the case may be disposed of after examining the special circumstances of the case and obtaining the orders of the Vice-Chancellor.
7. Duplicate certificates signed by the Pro-Vice-Chancellor with the superscription "This duplicate is being issued on proof that the original has been lost" shall be issued.

3. Migration Certificate

Candidates, who have undergone a course of study in this University and secure Admission to courses of studies in other Universities shall be issued Migration Certificates if they apply for the same in the prescribed format with the prescribed fee, provided they have completed the formality of registering as matriculates of this University irrespective of whether they have registered for any examination of this University or not. In the case of students who have undergone a course of study in a Regional Centre / Main Centre, Kalady, their applications shall be countersigned and forwarded by the respective Campus Director / Head of the Departments where they have undergone the course of study.

The applications for Migration Certificate shall be processed in one Section for all categories of students. On receipt of the applications, the details of the applications are to be posted in registers maintained for each examination. The applications are to be checked for any obvious defects such as shortage of fee, production of necessary documents and



correctness of the entries in the relevant columns. Defective applications are to be returned to the students along with Defect Memos for rectifying the defects.

Applications which are in order are sent to the concerned tabulations sections for verification of the details of the examination last attended by the candidate. The tabulation section shall verify the details furnished by the candidates and attest the verification report on the applications. The entry 'Migrated' shall be made in the Remarks column of the tabulation Register maintained in the section. When the verified applications are received back in the section, a certificate in the prescribed format shall be prepared and signed by the Deputy Registrar. 43 The name of a candidate who has been issued Migration Certificate shall be strike off from the Register of Matriculates maintained in the office.

4. Reporting of marks secured by students confidentially

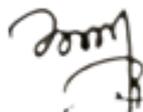
The University has made a provision for confidentially reporting the marks secured by a candidate in an examination of a course to other Universities or Institutions for purposes of applying for admission to other courses or employment, before the official publication of results, provided the candidate has completed his/her course of study.

Candidates, who wish to avail the benefit of this provision, shall apply to the Controller of Examinations / Pro-Vice-Chancellor in the prescribed form after remitting the prescribed fee. The applicant shall state the purpose and the details of the Institution to which the marks are to be reported. A stamped envelope with the address of the Person/Institution to whom the marks are to be reported shall also be enclosed with the application. The marks shall be communicated to the Person/Institution concerned with a request to keep the marks confidential till the official publication of results by the University. Transcript certificate may also be issued along with the confidential mark list on demand.

5. Corrections in Certificates and Mark lists

If the error in a marklist/certificate issued to a candidate has occurred due to the mistakes, while preparing the same, fresh marklist/certificate shall be issued without charging any fee, subject to the condition that the candidates submit a written request within one month from the date of issue of the same and surrendering of the defective marklist/certificate. Any other corrections in the entries in the certificates and mark lists are not permissible except in the case of corrections in the name of the candidate necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed or change of name allowed by the University subsequent to the issue of the certificate/mark list. In the case of change of name in the mark list, the candidate shall be required to submit an application showing the reason for correcting the name in the mark list, with the




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original certificate required for verification or copy of the University order sanctioning change of name, as the case may be, after remitting the required fee. An asterisk may be marked boldly on the top of the first letter of the name of the candidate written in the mark list.

On the bottom margin of the mark list an entry "*Name since corrected as (correct name) " Shall be made and signed by the Assistant Registrar with date and official seal. The Section concerned shall also prepare a brief note signed by the Assistant and Section Officer showing the reason for correction along with the mark list so corrected, when submitting it for attestation by the Controller of Examinations / Pro-Vice-Chancellor. In the case of change of name sanctioned by the University, the entry on the bottom of the Tabulation Register shall be "*Name since changed as(changed name) sanctioned vide U.O.Nodated..... " In the case

of certificates the corrections shall be attested by the Controller of Examinations / Pro- Vice-Chancellor under his/her hand and seal. The corrections so effected shall also be made in all the records in the Section pertaining to the candidate and attested by the Section Officer.

6.Cancellation of Marklists

If the mark list issued to a candidate is later found out/reported to be defective either in the entries of marks or in the details of subjects recorded in the mark list, the defective mark list shall be cancelled and a fresh mark list shall be issued to the candidate. If the mistake is detected by the staff in the section, the candidate may be directed to surrender the mark list for correction. If the defect is reported by the candidate or by the Head of the institution where the student had studied, the records in the Section may be checked and if any correction in the records becomes necessary to rectify the defects, immediate action may be taken to rectify the defects and issue a fresh mark list to the candidate. A brief note shall be put up explaining the reason for the defect and requesting sanction of the Controller of Examinations / Pro-Vice-Chancellor for effecting the correction in the records, for cancelling the mark list issued already and for issuing a fresh mark list. The Controller of Examinations / Pro-Vice-Chancellor shall issue orders for cancellation of mark lists. If correction of entries in the Tabulation Register is necessary, it shall also be attested by the Section Officer and the Assistant Registrar concerned.

In no case cancellation of mark lists once issued, shall be made without the orders of the higher officers as mentioned above. The fresh mark list shall be returned to the Head of the Institution where the student had studied for effecting the necessary corrections in the records maintained in the Institution. In the case of supplementary/improvement candidates, fresh mark lists shall be issued directly to the candidates, under intimation to the Head of the Institution..




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Attestation and/or verification of genuineness of Certificates and Mark lists Candidates, who pass various examinations of this University and who seek admission in other Universities/Institutions are often required to furnish attested copies of transcripts, syllabus, mark lists and certificates in respect of the examinations passed by them. Prospective employers also sometimes send copies of the certificates and mark lists issued by the University to verify genuineness of the documents. The University has made following provisions for meeting the above requirement.

(a) Attestation of certificates and mark lists

The Registrar is the authority to attest the documents issued by the University. Candidates have to pay the prescribed fee and apply in the prescribed format for attestation of documents. In the case of certificates and mark lists, verification has to be done by the concerned tabulation section in the examination wing. The document received in a section for attestation shall be thoroughly scrutinized by the concerned Assistant to ensure that all the entries in the documents are exactly the same as those in the records maintained in the section.

If the entries are the same as those in the records, the Assistant shall write in his/her own handwriting the word "Attested", near the lower left hand corner of the document, without obliterating the entries in the document and put his/her initials below it. The section Officer shall verify the documents with reference to the original records and put his/her initials in token of his/her verification.

The document shall then be put up with a brief note to the Assistant Registrar, who shall also examine the entries and sign the documents with his/her initials. The documents and the note shall thereafter be sent to the Registrar through the Deputy Registrar/Joint Registrar of the concerned branch and Controller of Examinations / Pro-Vice-Chancellor, who are also to initial the documents after such verification as they deem fit. The documents after attestation by the Registrar shall be returned to the concerned section for transmission to the Institution.

(b) Verification of genuineness of certificates and mark lists

The Controller of Examinations / Pro-Vice-Chancellor is the authorized officer to issue certificates of genuineness of certificates and mark lists issued by the University. If the request for verification is from other universities, foreign embassies, educational agencies or other government agencies, no fee shall be levied for issuing certificates of genuineness.

The documents received shall be verified as in the case of verification for attestation, by the Assistant, Section Officer and the Assistant Registrar. A verification report in the prescribed format shall also be prepared by the Assistant. If the application for genuineness of certificate is submitted by the candidate or by his/her representative or private agencies, the prescribed fee shall be levied for issuing the certificate.




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In processing the applications received for attestation of documents or verification of genuineness, care shall be taken to ensure that they are disposed off within a week from the date of receipt of the applications. If the documents produced are found to be fake or with manipulations, the fact shall also be communicated to the concerned immediately. Such cases shall be brought to the notice of the Registrar for initiating criminal proceedings against such manipulators. The officers concerned shall ensure that communications with foreign universities and embassies are carefully drafted without mistakes and printed/typed on good quality paper.



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CHAPTER II

EXAMINATION

REGISTERS

1. Important Registers to be maintained in the Tabulation Sections Casual Leave Register

1. Register of late arrivals/early departures
2. Inward Register
3. Register of answer scripts
4. Register of False Numbers/Key Book
5. Register of revaluation/scrutiny of answer books (in Revaluation section(s) only)
6. Register of Degree Certificates (DATA Sheet in Degree Certificates issuing section only)
7. Register of malpractices
8. Fee Fund Register
9. Personal Register
10. Tabulation Registers
11. Transit Register
12. Despatch Register
13. Stock Register of Degree Certificates

2. Registers to be maintained in Non-Tabulation Sections

1. Inward Register
2. Personal Register
3. Transit Register
4. Other registers directed to be maintained according to the nature of work allotted to eachSection.

3. Guidelines for the maintenance of Registers

1. All registers shall have their pages numbered serially.
2. No pages shall be torn off or removed from a register. If cancellation of the entries on a page becomes necessary, the cancelled page may be retained in the register with the cancelled entries attested by the Section Officer.
3. A page certificate shall be furnished on all registers of examination results and financial transactions. The entries in the registers shall be neat and legible.
4. For correction of entries in a register, over writing, rubbing and use of correction fluid shall not be resorted to. If any correction becomes necessary, it may be effected by scoring off the




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original entry with a single line and making the correct entry above the scored off entry with the attestation of the person who makes the correction and by the Section Officer.

5. In the tabulation registers and other registers relating to the results and marks of candidates, all such corrected entries shall be attested by the person who checks the entries and by the Section Officer.

6. The Section Officer and the assistants shall sign all the pages of the registers wherever such a procedure is insisted.

7. All the registers shall be put up periodically for inspection by the superior officers.

8. All the registers shall be preserved for the prescribed period and shall be arranged systematically for facilitating easy reference.

Personal Register (PR)

Personal Register shall be maintained in bound volumes. It shall not be maintained in loose sheets or in the form of improvised notebooks. The names of the Section Head and the Assistant maintaining the register shall be prominently written on the fly leaf of each volume. Changes in the personnel register shall be entered with the dates on which the changes took place.

The number of entries on each page of the register shall ordinarily be three. A full page may, however, be used for currents on which more reference are likely to arise and a series of correspondence is anticipated.

3. Method of entering various columns in the Personal Register

Papers shall be registered in the order of the number stamped on them as these are called Current Numbers or briefly C. Nos.

As the Personal Register is a valuable document to trace out the receipts and to watch the progress of disposal of cases and to check delays, the dealing Assistant shall take particular care to maintain it in the proper form.

The currents received in each section shall be registered in the Personal Register. A new Personal Register shall be opened for every calendar year. A few opening pages shall be reserved for carrying over the entries of files not disposed off at the end of the previous calendar year.

Papers received by an Assistant shall be recorded in the register on the day of receipt itself and shall be entered in the order of the current number stamped on it or according to the order in which they are received. Processing shall be done in the order in which the papers are entered in the register unless specifically ordered otherwise by the superior officer/officers. When applications are received in bulk, like applications for Provisional 51 Certificates, the details of applicants may be limited to their Register Numbers. In such cases, number of entries on a page need not be limited to three.




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