

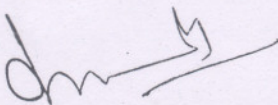
**Revised procedure for issue of University Degree Certificate to the passed-out students by the College.**

This is to inform all the concerned passed-out students that the procedure for obtaining University Degree Certificates has been simplified in order to enable the students to receive the certificates with ease and without any hassles. This has been done considering the difficulties faced by the students in obtaining their degree certificates after passing out from the College. The College will arrange to send the certificate by Speed Post, properly packaged within 10 (ten) days from the date of receipt of complete application and requisite fees. The College will arrange to obtain the No Dues Certificate (NDC) from various departments of the College, if there is no due. Otherwise this will have to be cleared prior to application.

**The procedure will be as follows:-**

1. The present practice of handing over the degree certificates to the concerned students / their parents / their local guardian whose signature appears in the Admission ~~application~~ will continue, after compliance of the usual procedure.
2. The graduates who are working in a distant place or who do not belong to Rourkela or Local places might face problems in getting their certificates in person. To obviate the hurdles, the modified procedure will be as below :-
  - a) The student has to request the Principal of the College (**Annexure – I**) by post to send it to their given address by giving an undertaking as given along with the requisite fees, postage and packing charges. In this application the **signature of the student must tally** with his signature available in the College Record.
  - b) The student has to deposit the required fees as given in **Annexure – I** towards University Fee, Preservation Charges (as previously notified) and Postal Charges. The amount can be remitted to the College in the shape of Demand Draft in favour of **“Padmanava College of Engineering payable at Rourkela”** or by NEFT (the details is given in **Annexure - I**).
3. The applicant must give an undertaking within the application as given in **Annexure-I** that the College will not be held responsible for any loss or damage of the certificate during transit.

On receipt of the completed application duly signed in, Requisite Fee, and NDC from departments, the College will arrange to dispatch the certificate within 10 (ten) working days of the receipt of the above.



Member – Secretary

Copy to : All Notice Boards (College / Hostels) / College website / Accounts Section / Exam Section / Admission Section / Dean(SA), HOD(Exam), Principal – through mail