



SAGE University, Bhopal

Standard Operating Procedure



Procedure for Issue of Migration/Degree/Diploma/Academic Transcripts

Name of Approving

Vice Chancellor

SOP No.:

43

Authority:

Signature:

Date:

06/03/2023

Page No.:

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Revision No.:

Date:

1. PROCEDURE FOR ISSUE OF MIGRATION CERTIFICATE

Duly filled application form signed by the candidate shall be submitted to Dean / HOS office with attested copy of TC and Academic Certificates along with prescribed fee. (Annexure-2)

2. PROCEDURE FOR ISSUE OF PROVISIONAL DEGREE/ DIPLOMA

An application with duly signed by candidate requesting Issue of Degree/Diploma Certificate along with prescribed fee shall be submitted to Dean / HOS office with final year Mark sheet / Grade Sheet. (Annexure-3)

3. PROCEDURE FOR ISSUE OF DEGREE / DIPLOMA

Duly filled application form signed by the candidate shall be submitted to Dean/HOS office with attested copy of all Grade Sheets and Certificate of completion of Internship along with prescribed fee. (Annexure-3)

4. PROCEDURE FOR ISSUE OF RECTIFICATION / CORRECTION IN ACADEMIC CERTIFICATES

Original Degree / Diploma / Grade Sheet / Marks Sheet etc along with the prescribed Fee and written application shall reach Office of COE through Dean / HOS / Student Section for correction. The attested mark sheet / grade sheet or certificate (of 12th / 10th / UG) is required to be submitted for any correction in Student Name / Fathers Name / Student Photo / Mothers Name etc.

5. PROCEDURE OF DUPLICATE STATEMENT OF MARKS / GRADE / DEGREE / DIPLOMA

An application letter duly signed by the candidate shall reach to the Controller of Examinations, SAGE University, Bhopal through student section of the University / concerned Dean / HOS office.

The application shall include the following-

1. A non-traceable certificate from the Police Station / FIR Copy.
2. A Xerox copy of Academic Certificates.
3. Fee receipt as prescribed by the University
4. An affidavit of Rs. 100/- on Non-Judicial Stamp Paper from the notary public (Annexure-1).



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6. PROCEDURE FOR ISSUE OF ACADEMIC TRANSCRIPT

Duly filled application form signed by candidate shall be submitted to Dean / HOS office with attested copy of all Academic Certificates including details of Project/ Dissertation/Internship along with prescribed fee (**Annexure-4**)

7. **CERTIFICATE FEE**

Degree/ Diploma (to be charged in final semester with examination fee)	Rs 1000/-
Duplicate Degree/Diploma	Rs 1000/-
Provisional Degree/Diploma / Migration Certificate / Duplicate / Rectified Grade Sheet	Rs 400/-
Academic Transcript (per copy)	Rs 500/-



SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

AFFIDAVIT FORMAT

(Declaration to be given in Non-Judicial Stamp Paper of value of Rs. 100/-)

I Son/Daughter of Mr. Residing
at hereby affirm and declare that I have irrecoverably lost my
..... Statement of Marks / Grade /Degree (No.....) issued to me by
SAGE University, Bhopal in the month....., Year, Date.....

In the event of the above mentioned Statement of Marks / Grade /Degree being found subsequently,
I hereby undertake to return the duplicate issued. It is at my own risk the Statement of Marks / Grade /Degree
may be sent the address given by me.

Signature

Date:-

Place:

(Signed before me)

First class Magistrate/Notary Public



SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

(APPLICATION FOR MIGRATION CERTIFICATE)

To,
Controller of Examinations,
SAGE University,
Bhopal (M.P.) -462022

Sir,

To be filled by the office

M. Certificate No.

Dispatch No.

Date:

COE/DCOE/DR/AR

I forward herewith the application for issue of Migration Certificate.

1. Enrollment Number					
2. Name of Applicant					
3. Contact No.					
4. E-mail Address					
5. Address					
6. Details of last examination appeared by the applicant before enrollment to SAGE University (enclose self attested statement of Marks / Grade)					
Name of Exam	Year /Sem/Prog.	Passing Month /Year	University / Institute / College /Board	Percentage /CGPA	Migration No.
7. Faculty / School (where applicant was enrolled as student of SAGE University)					
8. Date of Admission / Enrollment					
9. Faculty / Institute (last attended by the applicant)					
10. Date on which the Transferring Certificate was issued by the School / University (enclose Self attested copy of TC)			No.	Date	
11. Details of last examination appeared by the applicant at SAGE University (enclose self attested statement of Marks / Grade)					
Course	Year /Sem/Prog.	Exam Month / Year	Result	Percentage/ SGPA/ CGPA	

12. Fee Details

a. Amount..... Receipt No..... Dated.....

Signature of Applicant

Date:

Place:

B Forwarding Certificate: *(To be filled by the Dean Faculty / Head of School last attended by the applicant in this University)*

The applicant has not been rusticated or debarred by the University and I have no objection to a Migration Certificate being granted to him / her by the University.

His/her Date of Birth as entered in the Institute Register is

He/ She has been a student of this Institute since.....and left in

No application for a Migration Certificate on behalf of this Candidate was forwarded provisionally by the Institute.

Signature of Dean Faculty/ HOS with seal

Date:

Place:.....

14. Instructions for the Applicant

- Application for the Migration Certificate should be made in the prescribed form and prescribed fee.
- The applicant form should be submitted through the Dean Faculty / HOS where the student was enrolled.
- **Migration Certificate is issued on the basis of Original Transference Certificate only.** It is retained in the University Office for record and it will not be returned to the student. The students are advised to obtain the Transference Certificate from the concerned Institute/University in duplicate.
- The fee prescribed (**Rs. 400/-**) for the issue of Migration Certificate has to be remitted in University Accounts only as notified by Registrar, SAGE University, Bhopal and attach the copy of it.
- The application form must be completed in all respects giving full particular point 1 to 13. Incomplete form will not be entertained and it will result in delay for issuing the Migration Certificate for which University will not be responsible.



SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

(APPLICATION FOR DEGREE / DIPLOMA)

To,

Controller of Examinations,

SAGE University,

Bhopal (M.P.) - 462022

Sir,

To be filled by the office

Certificate No.

Dispatch No.

Date:

COE/DCOE/DR/AR

I request you to kindly issue me a Degree Certificate. The details of my completion of course are as

1. Enrollment Number			2. NAD/ABC	
3. Name of Applicant				
4. Name of Applicant (in Hindi)				
5. Father's Name				
6. Contact No.			7. Aadhar No.	
8. E-mail Address				
9. Address				
10. Program				
11. Specialization				
12. School / Faculty				
13. Department / Branch				
14. Academic Detail (Attach Self Attested Copy)	Year / Sem./ Prog	Month / Year of Passing	Marks Received / SGPA	Maximum Marks
	I			
	II			
	III			
	IV			
	V			
	VI			
	VII			
	VIII			
	IX			
	X			
Aggregate Percentage / CGPA			Division	

15. Internship Details (Attach Self Attested Copy of Internship Completion Certificate)	From	To	
16. Thesis / Dissertation Topic			
17. Name of Guide		18. Name of Co- Guide (if any)	
19. Ph D Notification No. with Date			

20. Fee Details

a. Amount..... Receipt No..... Dated

Date:

Place:

Signature of Applicant

21. Forwarding Certificate

(To be verified by the concerned Dean of Faculty / Head of the School)

The details filled by the applicant is certified and the application of
.....of.....Program is forwarded for issue of Degree / Diploma.

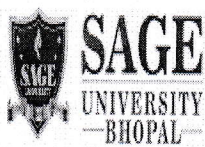
Signature of Dean Faculty/ HOS with seal

Date:

Place:.....

22. Instructions for the Applicant

- (1) Application for the Degree / Diploma Certificate should be made in the prescribed form and prescribed fee (Rs. 1000/-).
- (2) **Attested Photocopy of Statement of Marks/ Grade/Internship Completion Certificate / PhD Notification** shall be required to enclose along with the application.
- (3) The application form must be completed in all respects giving full particular. Incomplete form will not be entertained and it will result in delay for issuing the Certificate.
- (4) The applicant from should be submitted through the Dean Faculty/HOS where the student was enrolled.
- (5) Degree / Diploma are issued to the Student Section /HOS Office/Dean Faculty Office on the basis of verified record as provided by the School and maintained by the University.



SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

(APPLICATION FOR THE ACADEMIC TRANSCRIPT)

To,

Controller of Examinations,

SAGE University,

Bhopal (M.P.) -462022

Sir,

I request you to kindly issue me Academic Transcript. The details of my completion of course are as

1. Enrollment Number				
2. Name of Applicant				
3. Contact No.				
4. E-mail Address				
5. Address				
6. Father's Name				
7. Program				
8. Specialization				
9. Faculty / Institute				
10. Department /Branch				
11.Academic Detail (Attach Self Attested Copy)	Year /Sem./ Prog.	Month / Year of Passing	Marks Received / SGPA	Maximum Marks
	I			
	II			
	III			
	IV			
	V			
	VI			
	VII			
	VIII			
	IX			
	X			
	Grand Total :			
	Percentage / CGPA :			
	Division:			

12. Internship Details (Attach Self Attested Copy of Internship Completion Certificate)	From	To	
13. Thesis / Dissertation Topic			
14. Name of Guide		15. Name of Co- Guide (if any)	

16. Collection of Academic Transcript (Please tick as appropriate)

- a. Collected in person by me ☐
- b. Sent through Registered / Speed Post (Provide Full Address) ☐

17. No of Copies and Fee Details

- a. Number of Academic Transcript Required.....
- b. Amount.....Receipt No..... Dated.....

(Signature of Applicant)

Date:
Place:.....

18. Forwarding Certificate (To be verified by the Dean Faculty /HOS of the School last attended by the applicant in this University)

The details filled by the applicant is certified and the application of (Name).....
of (Course/ Program).....is
 forwarded for issue of Academic Transcript.

(Signature of Dean Faculty / HOS with seal)

Date:
Place:.....

19. Instructions for the Applicant

- (1) Application for the Academic Transcript should be made in the prescribed form and prescribed fee.
- (2) The applicant form should be submitted through the Dean Faculty / HOS where the student was enrolled.
- (3) **Academic Certificate is issued on the basis of record maintained by University.**
- (4) The fee prescribed for the issue of Academic Transcript has to be remitted in University Accounts only and attach the copy of receipt.
- (5) The application form must be completed in all respects giving full particular. Incomplete form will not be entertained and it will result in delay for issuing the Academic Transcript.