
OFFICE OF THE CONTROLLER OF EXAMINATION

Standard Operating Procedures (SOPs) for Student Activities

SOPs for Transcript Certificate

SOPs for Degree Certificate

SOPs for Application for Duplicate / Degree-
Diploma Certificate/Statement of Grades

SOPs for correction in Degree/Diploma
Certificate/Statement of Grades

SOPs for Photocopy of Answer sheet

SOPs for Revaluation of Answer sheet

OFFICE OF THE CONTROLLER OF EXAMINATION

Standard Operating Procedures (SOPs) for Applying Transcript Certificate

Steps	Particulars
<u>Step 1</u> Submission of application for obtaining the Transcript Certificate	<p>Download the application Form for Submission of application for obtaining the Transcripts from the Sandip University Website (How to apply?) https://www.sandipuniversity.edu.in/show_file.php?doc_name=apply/Application-for-Transcript.pdf</p> <p>Submit the Application for asking Transcript Certificate to the office of the Controller of Examination (CoE) with the following Documents.</p> <ol style="list-style-type: none"> Photocopies of Consolidated Grade Sheet (in case of Passed out Students) Photocopies of Grade Sheet from 1st Semester to current Semester (in case of ongoing Students). Fee paid Acknowledgement. <p>Note: Application may be submit in person or by authorise person.</p>
<u>Step 2</u> Fee details	<p>Transcript Certificate Fee of Rs. 750/- (Rupees Seven Hundred and Fifty only) to be paid for first Transcript.</p> <p>Extra Copies : Rs. 100/Per copy</p> <p>Postal/Courier Charges Rs. 250/Envelope (All Over India).</p> <p>Submit request application with paid challan proof to the office of the CoE.</p>
<u>Step 3</u> Collection of Certificate	<p>The candidate will get Transcript Certificate from Office of the CoE.</p> <p>Note: Candidate must collect Transcript Certificate in person or by authorise person with proper authorization letter and self-attested photocopy of Aadhar card of the receiver (applicable only if the Candidate is not able to visit Office of the CoE)</p>
General Information	<p>Time line: Candidate may collect his / her Transcript Certificate from CoE Office after 4 working days in an afternoon session preferably in between 3pm to 5pm.</p> <p>Check List:</p> <ol style="list-style-type: none"> Submission of filled application form in prescribed format for obtaining the Transcripts to CoE office Fee paid acknowledgement Photocopies of Consolidated Grade Sheet (in case of Passed out Students) Photocopies of Grade Sheet from 1st to current semester (in case of ongoing Students)

OFFICE OF THE CONTROLLER OF EXAMINATION

Standard Operating Procedures (SOPs) for Applying Degree Certificate whom not attended the Annual Convocation Ceremony

Steps	Particulars
Step 1 Submission of application for obtaining the Degree Certificate	<p>The student who failed to attend the Annual convocation ceremony of Sandip University, download the application form for Submission of application for obtaining the Degree Certificate from the Sandip University Website (How to apply?)</p> <p>https://www.sandipuniversity.edu.in/show_file.php?doc_name=apply/Application-Form-for-Degree-Certificate.pdf</p> <p>Submit the Application for asking Degree Certificate to the office of the Controller of Examination (CoE) with the following Documents.</p> <ol style="list-style-type: none"> Photocopies of Consolidated Grade Sheets Fee paid Acknowledgement <p>Note: 1. The degree certificate will be printed as per the details furnished by student on ERP.</p> <p>2. Application may be submit in person or by authorise person.</p>
Step 2 Fee details	<ol style="list-style-type: none"> For the students passed on or before August-2023 The fee for Degree Certificate is Rs. 1500/- (Rupees One thousand Five Hundred only) if the student is passed out on or before August-2023. For the students passed after August-2023 The fee for Degree Certificate is Rs. 3000/- (Rupees Three Thousand only) if the student is passed out after August-2023. <p>Submit request application with paid challan proof to the office of the CoE.</p>
Step 3 Collection of Certificate	<p>The student can collect his / her Degree Certificate from office of the CoE.</p> <p>Note: Candidate must collect Duplicate Certificate/Statement of Grades in person or by authorise person with proper authorization letter written by candidate and self-attested photocopy of Aadhar card of the authorise person (applicable only if the Candidate is not able to visit office of the CoE)</p>
General Information	<p>Time line: Candidate for whom it is not possible to attend the convocation may collect his / her Degree Certificate from CoE Office in an afternoon session preferably in between 3pm to 5pm.</p> <p>Check List:</p> <ol style="list-style-type: none"> Submission of filled application form in prescribed format for obtaining the Degree Certificate to the CoE office Photocopies of Consolidated Grade Sheet Fee paid acknowledgement

OFFICE OF THE CONTROLLER OF EXAMINATION

Standard Operating Procedures (SOPs) for obtaining Duplicate Degree/Diploma Certificate/Statement of Grades

Steps	Particulars
Step 1 Submission of application for obtaining the Duplicate Degree/Diploma Certificate/Statement of Grades	<p>Download the application Form for Application for Duplicate Degree/Diploma Certificate/Statement of Grades from the Sandip University Website (How to apply?) https://www.sandipuniversity.edu.in/show_file.php?doc_name=apply/Application-for-Duplicate--Degree_Diploma_Certificate_Grade-sheet.pdf</p> <p>Submit the Application to the office of the Controller of Examination (CoE) with the following Documents.</p> <ol style="list-style-type: none"> Copy of FIR for Lost the Degree/Diploma Certificate/Grade sheet Lost Information published in the newspaper. Affidavit as per prescribed format on website Fee paid acknowledgement <p>Note: Application should be submitted in person.</p>
Step 2 Fee details	<p>Duplicate Degree Certificate The Fee for Duplicate Degree/Diploma Certificate is Rs.2000/- (Two Thousand only).</p> <p>Duplicate Grade Sheet The Fee for each Duplicate Grades sheet is Rs.500/- (Five Hundred only).</p> <p>Submit request application with paid challan proof to the office of the CoE.</p>
Step 3 Collection of Certificate	<p>The candidate will get the Duplicate Degree/Diploma Certificate Statement of Grades from Office of the Controller of Examination (CoE) by providing the inward number of application.</p> <p>Note: Candidate must collect Duplicate Certificate/Statement of Grades in person or by authorise person with proper authorization letter written by candidate and self-attested photocopy of Aadhar card of the authorise person (applicable only if the Candidate is not able to visit office of the CoE)</p>
General Information	<p>Time line: Candidate may collect his / her Duplicate Certificate/Statement of Grades from CoE Office after 7 working days in an afternoon session preferably in between 3pm to 5pm.</p> <p>Check List:</p> <ol style="list-style-type: none"> Submission of filled application form in prescribed format for obtaining the Duplicate Degree/Diploma Certificate/Statement of Grades to the CoE office FIR copy of Nearest Police Station Lost Information published in the newspaper Affidavit as per prescribed format on website Fee paid acknowledgement

OFFICE OF THE CONTROLLER OF EXAMINATION

Standard Operating Procedures (SOPs) for application for corrections in Degree/Diploma Certificate/Statement of Grades

Steps	Particulars
Step 1 Submission of application for correction in Degree/Diploma Certificate/Statement of Grades	<p>Download the application Form for Submission of application for correction in Degree/Diploma Certificate/Statement of Grades from the Sandip University Website (How to apply?)</p> <p>https://www.sandipuniversity.edu.in/show_file.php?doc_name=apply/Application-for--Corrections-Degree-Diploma-Certificate-Grade-sheet.pdf</p> <p>Submit the Application for asking correction in Degree/Diploma Certificate/Statement of Grades to the office of the Controller of Examination (CoE) with the following Documents.</p> <ol style="list-style-type: none"> Original Degree/Diploma Certificate/Statement of Grades Fee paid Acknowledgement <p>Note: 1. The Degree/Diploma Certificate/Statement of Grades is printed as per the details furnished by student in ERP. However, if correction is required student should contact to Student section and update his / her details in ERP before submitting the application to the office of the CoE.</p> <p>2. Application may be submit in person or by authorise person.</p>
Step 2 Fee details	<p>Correction in Degree/Diploma Certificate</p> <p>The Fee for Correction in Degree/Diploma Certificate is Rs.1000/- (One Thousand Only)</p> <p>Correction in Statements of Grades</p> <p>The Fee for Correction in Statement of Grades is Rs.200/- (Two Hundred only) per statement</p> <p>Submit request application with paid challan proof to the office of the CoE.</p>
Step 3 Collection of Certificate	<p>The candidate will get the corrected Degree/Diploma Certificate/Statement of Grades from office of the CoE.</p> <p>Note: Candidate must collect Duplicate Certificate/Statement of Grades in person or by authorise person with proper authorization letter written by candidate and self-attested photocopy of Aadhar card of the authorise person (applicable only if the Candidate is not able to visit office of the CoE)</p>
General Information	<p>Time line: Candidate may collect his / her Degree Certificate from CoE office after 4 working days in an afternoon session preferably in between 3pm to 5pm.</p> <p>Check List:</p> <ol style="list-style-type: none"> Submission of filled application form in prescribed format for correction in Degree/Diploma Certificate/Statement of Grades Certificate to the CoE office Fee paid acknowledgement Original Degree/Diploma Certificate/Statement of Grades.

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Standard Operating Procedures (SOPs) for Applying Photocopy of the Answer Sheet

Steps	Particulars
<u>Step 1</u> Submission of application for obtaining the Photocopy of the Answer sheet	<p>The application Form for applying the photocopy of the answer sheet is made available in the student ERP/Login ID.</p> <p>He / She must fill up the application properly through ERP Portal</p> <p>Subsequently required fees should be also paid through ERP.</p> <p>Afterward download and print the application form, sign it and get approved by the course faculty and Head of department.</p> <p>Submit the application approved by the course faculty, Head of department with due signature of the student to the departmental CoE Coordinator.</p> <p>Note: 1. This facility is not available to students who caught in malpractice case 2. The student can take maximum 3 photocopy of answer sheet (only theory papers)</p>
<u>Step 2</u> Fee details	<p>For the Photocopy of the Answer sheet</p> <p>The fee for Photocopy of answer sheet is Rs. 500/- (Rupees Five Hundred only) per answer sheet (only theory paper) (Max.3)</p>
<u>Step 3</u> Collection of Photocopy	<p>The student will get photocopy from respective departmental CoE Coordinator as per the notification given by CoE office</p> <p>Note: Candidate must collect photocopy of answer sheet in person.</p>
General Information	<p>Time line: Candidate may collect his / her photocopy of answer sheet from respective CoE coordinator as per the notification given by CoE office.</p>
	<p>Check List:</p> <ol style="list-style-type: none"> 1. Application form for photocopy of answer sheet has to be submitted through ERP 2. Fee payment will be in online mode through ERP 3. Submit downloaded filled application form with approval of course faculty and HOD to the departmental CoE Coordinator.

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Standard Operating Procedures (SOPs) for Applying Revaluation of the Answer Sheet

Steps	Particulars
<u>Step 1</u> Submission of application for obtaining the Revaluation of the Answer sheet	<p>The application Form for applying the revaluation of the answer sheet (photocopy applied only) is made available in the student ERP/Login ID.</p> <p>He / She must fill up the application properly through ERP Portal</p> <p>Subsequently required fees should be also paid through ERP.</p> <p>Afterward download and print the application form, sign it and get approved by the course faculty and Head of department.</p> <p>Submit the application approved by course faculty, Head of department with due signature of the student to the departmental CoE Coordinator.</p> <p>Note: 1. The facility is available to students who had taken the photocopy of the same answer sheet for which revaluation is applied.</p> <p>2. The student can apply for maximum 3 revaluation of answer sheet (photocopy applied only)</p>
<u>Step 2</u> Fee details	<p>For the Revaluation of the Answer sheet</p> <p>The fee for Revaluation of answer sheet (photocopy applied only) is Rs. 500/- (Rupees Five Hundred only) per answer sheet</p>
<u>Step 3</u> Collection of Revaluation result	<p>The student will get revaluation results on the university website, once notification given by the office of the CoE.</p>
General Information	<p>Time line: Revaluation result will be displayed on website.</p>
	<p>Check List:</p> <ol style="list-style-type: none"> 1. Application form for revaluation of answer sheet (photocopy applied only) has to be submitted through ERP 2. Fee payment will be in online mode through ERP 3. Submit downloaded filled application form with approval of course faculty and HOD to the departmental CoE Coordinator.