

# **NOTICE FOR “GRADUATING STUDENTS”**

In order to facilitate the students to get their degrees on time, we have introduced the “Degree Claim Form”.

Students who have completed the degree requirements will have to submit the following two forms:

## **1. DEGREE CLAIM FORM**

## **2. CLEARANCE FORM**

These forms are available at the reception and as well as on website.

### **Forms Submission Procedure:**

- Forms can be submitted after Fall, Spring and Summer, whenever the student has completed his/her courses required for the degree program in which he/she was admitted.  
The dates for submitting these forms shall be announced by the Records Department, after every semester.

- Student will fill-in the Degree Claim Form and attach the required documents as mentioned on Page-2 of the form.

Student will then take this form to the respective Program Manager for verification of **Courses, Credit Hours etc.**

- After the Degree Claim Form is signed by the Program Manager, the student will submit the form at the Record’s Department.

In case of any discrepancy in the information provided by the Student/PM on the Degree Claim Form, the Record’s Department will inform the Student/PM accordingly.

- Student can submit both forms together or separately at Records Department.

However, **Clearance Form can be submitted before the given deadline (normally one month prior to the Convocation).**

- (a) Graduating students who submit the **Degree Claim Form and Clearance Form** before the deadline will be placed under the category “**Award of Degree to the Graduating Students in Convocation**”.

**Such students will be allowed to attend the convocation along with their parents.**

- (b) Graduating students who submit the **Degree Claim Form** but did not submit the **Clearance Form** by the deadline will be placed under the category “**Award of Degrees to the Graduating Students in Absentia**”.

**Such students will not be allowed to attend the Convocation. No invitation card and gown will be issued to them.**

- Degrees can be collected by all the graduating students (categories a & b both) from the Record’s Department one week after the Convocation.