



डा बी आर अम्बेडकर राष्ट्रीय प्रौद्योगिकी संस्थान, जालन्धर

Dr B R Ambedkar National Institute of Technology, Jalandhar

(An Institute of National Importance under Ministry of Education, Govt. of India)

जी रोड, बाई पास, जालन्धर - १४४०२७ (पंजाब) भारत

G T Road, Bye Pass, Jalandhar – 144027 (Punjab) India

पत्रांक संख्या/Ref.No./NITJ/Acad./2022/

दिनांक/Date: 11.04.2022

## **ACADEMIC SECTION**

### **STANDARD OPERATING PROCEDURE (SOP)**

#### **FOR SCRUTINISING THE FEE PAYMENT STATUS OF THE BATCH**

1. On receipt of the record of payment of the fees from the AR Accounts, put up the case for appraisal of the status of unpaid/not-registered students of the batch. – **3 working days.**
2. Issue notice to the students for payment of fees through the website/email- **02 working days.**
3. After end of the extended date, put the list of defaulter students who have not paid the fees and not-registered for the course for removing their name from the roll of the students- **02 working days.**
4. Issue office order for cancellation of admission and send copies to all concerned- **02 working days.**

#### **FOR ISSUE OF BONAFIDE CERTIFICATE AND OTHER CERTIFICATES**

1. On receipt of request (application/email) from a student issue the certificate - **03 working days.**
2. Keep record of all such issued certificates and get the signature of the student in the register or on the office copy -**01 working days.**
3. Keep its copy in the personal file of the student – **02 working days.**



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## **ACADEMIC SECTION**

### **STANDARD OPERATING PROCEDURE (SOP)**

#### **SURRENDER OF SEAT/ADMISSION AND REFUND OF FEE**

1. On receipt of the application from the student regarding surrender of the seat admitted, check all the filled details and process the case with details of applicable refund of fee, if any, with the applicable supporting papers and relevant rules as per the norms and Regulations of the programme of the Institute. Get recommendation of the concerned HoD and put up for the approval of the competent authority - **03 working days.**
2. Issue the office order and delate the name of the student from the roll of the Institute and send copies of Office order to all the concerned for necessary action – **02 working days.**

#### **FOR VERIFICATION OF DEGREE/TRANSCRIPT FROM THE EMPLOYERS**

1. On receipt of request (application/email) from an employer, check whether the requisite fee is submitted by the employer or not – **02 working days.**
2. Verify the details and particulars of the students from the personal file of the student – **01 working day.**
3. Put up for approval of the competent authority and notify the same to the concerned through the email/website/letter as the case may be – **03 working days.**



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## **ACADEMIC SECTION**

### **STANDARD OPERATING PROCEDURE (SOP)**

#### **ISSUE OF DEGREE/TRANSCRIPT TO PASS OUT STUDENTS**

1. On receipt of request (application/email) from a student, check whether the requisite fee is submitted by the student or not – **02 working days.**
2. Process the application on the same day to Exam section – **01 working days.**
3. On receipt of the transcript from the Exam section:
  - (a) Keep a copy of the transcript,
  - (b) Get the signature of the student,
  - (c) Hand over the original transcript to the student,
  - (d) Send by post in case of request by post/courier.
4. In case of Degree, send the request to the vendor for preparing the Degree on priority after taking approval of the competent authority through AR and DA – **07 working days.**
5. On receipt of the degree - **03 working days.**
  - (a) Check the details printed on the Degree.
  - (b) In case details are correct, put it up for signature
  - (c) After signature, keep its photo copy in the personal file.
6. Get signature of the student and hand over or post as the case may be. In case of request for duplicate degree - **03 working days.**
  - (a) Check the fee payment status and application from the student,
  - (b) Check the details of the students,
  - (c) Check the required documents,
    - (i) FIR copy,
    - (ii) Oath certificate from the concerned student,
    - (iii) Copy of Transcript for verification of the details,
    - (iv) Copy of one photo identity of the student,
    - (v) Any other certificate, asked as per the case.
  - (d) Put up for approval of the competent authority and notify the same to the concerned through the email/website/letter as the case may be.