



**JINNAH SINDH MEDICAL UNIVERSITY  
REGISTRAR OFFICE**

Ref. No. JSMU/REG/2018/114

Dated: April 02, 2018

To,  
Incharge IT, JSMU

Subject: **Degree Collection and Modification SOPS**

This is for information and consideration to all concerned that the following SOPs for change in date & verification in the degrees have been approved by the competent authority for implementation with immediate effect.

Kindly notify on website that those students who are in need of any changes in data or verification shall apply from the office of the undersigned after completing all requirement.

**Prof. Dr. Saadia Akram**  
Acting Registrar  
Jinnah Sindh Medical University  
Karachi

**Copy to:**

1. Pro-Vice Chancellor JSMU
2. Advisor Affiliated Colleges, JSMU
3. Advisor Examination, JSMU
4. Staff Officer to VC

## Degree collection and modification SOPs

### 1. When Degree will be issued:

- a) Student will submit an application to issue degree along with copy of Provisional Certificate.
- b) Degrees will be issued two months after approval of graduation from Academic Council / BSR or competent forum.
- c) Urgent Degree may be issue two weeks after approval of graduation from competent forum.
- d) No degree will be issued before issuance of provisional certificate.

### 2. Degree Fees:

- a) Degree Fees of Rs: 1,000/= without convocation charges through pay order.
- b) Urgent degree additional fees of Rs: 2,000/= through pay-order.
- c) Degree verification fees Rs:500/= through pay-order.
- d) Any change in data in degree, fees of Rs: 2,000/= through pay-order.
- e) Duplicate Degree fees of Rs: 5,000/= through pay-order.
- f) Overseas candidates: \$50 by bank draft.

### 3. Data on degree:

- a) Spelling of the names on degree will be according to Enrolment card.
- b) Spelling of the names on Enrolment card will be according to Matric Certificate.
- c) Any change in Spelling in Enrolment card can be made before issuance of Provisional Certificate.
- d) For any such change duplicate Enrolment Card will be issued, on returning original Enrolment Card.
- e) No enrolment, duplicate enrolment card will be issued after issuance of provisional certificate.

### 4. Change in name on degree:

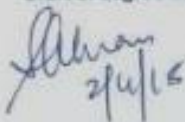
- a) It will be in accordance to Matric Certificate and provision of any legal name change certificate.
- b) Registrar will issue a notification of change in name according to Matric Certificate.

### 5. Degree collection:

- a) Students may collect degree on the date specified or displayed on website.

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Draft of degree collection rules prepared by Prof. Ata Ur Rahman dated:19<sup>th</sup> March 2019

  
24/1/19

- b) Students will have to submit copy of NIC and Provisional Certificate for collection of degree.
- c) In case student is out of station, parents may collect after submitting authority letter on Rs:50/= stamp paper.
- d) Any other authorized person may collect after submitting court verified authority letter on Rs:200/= stamp paper.
- e) No other person may collect Degree.
- f) Request from overseas may be entertained after verification power of attorney from relevant consulate.

#### **6. Degree verification:**

- a) Student will submit an application to registrar along with Rs:500/= (pay order) as degree verification fees.
- b) Registrar will send it to Deputy Controller Examination for verification.
- c) Verification site: Right side upper corner on back side of degree (Backside of serial number).
- d) Registrar will counter verify the degree after verification by Deputy Controller.

#### **7. Duplicate degrees.**

- a) Student will submit an application to registrar along with Rs:5000/= (pay order) as duplicate degree fees.
- b) FIR of loss of degree is mandatory.
- c) Advertisement of loss of degree in an approved (from JSMU) newspaper.
- d) Duplicate degree will be issued after approval from competent authority.
- e) The degree will be marked "DUPLICATE" clearly on right hand corner below serial number.
- f) No other data will be changed on any request (to be followed very strictly).

#### **8. University Certificates SOPs:**

- a) All departments are directed to communicate registrar office in this regard at least 10 days before.
- b) Only registrar Office will issue certificates.
- c) It will be on a standard format.
- d) A serial number will be issued.
- e) Rs:100/= Certificate fees to be paid by each recipient.
- f) A record of credentials will be maintained at registrar office.
- g) Registrar office will charge Rs:100/= for verification of any certificate.

*Ata Ur Rahman*  
24/15