



**WALJAT COLLEGE OF APPLIED
SCIENCES**
In academic partnership with
BIRLA INSTITUTE OF TECHNOLOGY



PN05/ARD-CC/2011

**INSTRUCTIONS FOR STUDENTS LEAVING COLLEGE AFTER GRADUATION /
INCOMPLETE STUDIES**

**A. PROCEDURE TO BE FOLLOWED FOR STUDENTS GRADUATING WITH
DEGREE/ ADVANCED DIPLOMA/ DIPLOMA**

1. Student should meet all the academic requirements of the parent university to be eligible for the award of degree/ diploma.
2. The necessary forms (Course Completion Form, Application for Transcript and Application for Migration and Transfer Certificates) can be collected from the Admission & Registration Department OR can be downloaded from college website.
3. Students have to submit the duly filled forms along with necessary documents to be enclosed to the Admission & Registration Department.
4. Staff at Admission and Registration Department has to take care that the forms are complete in all respect.
5. The Application form will be deposited with the Finance Department.
6. The Finance Department will check for the dues and if it is clear, and will make necessary arrangements for returning the caution deposit.
7. The Admission and Registration Department will prepare Graduation Notification Certificate (on request from candidate only) after receiving all the dully filled forms approved by the Finance Department.
8. The Graduation Notification Certificate will be signed by the person who prepared it, the person who verified it and finally by the Manager Admission and Registration Department OR the Dean (or any person authorized by the college).
9. Name of the candidate will be listed in the bona fide list of Graduates and request will be sent to Birla Institute of Technology, Ranchi, India for preparing Degree/ Advanced Diploma/Diploma.
10. Provisional Certificate, Transcripts, Migration Certificate, Transfer Certificate will be handed over to the candidate and dully acknowledged photocopies will be retained in the file of the candidate.
11. Final Degree/Advanced Diploma/Diploma will be awarded in the Graduation Ceremony. If a candidate is unable to attend the Graduation Ceremony then he/she can collect it from the Admission and Registration Department after the Graduation Ceremony.
12. The Degree/Advanced Diploma/Diploma certificates not distributed during the graduation ceremony will be kept in a **safe vault** and issued to the candidate/ a person authorized by him/her only after receiving a written request and attaching the Resident card copy of the recipient with the copy of the Degree/Advanced Diploma/Diploma. Manager, Admission & Registration Department and Advisor, Admission & Registration Department will be the custodian of the Degree/Advanced Diploma /Diploma Certificates.

B. PROCEDURE FOR DEGREE ATTESTATION:

1. International students requesting for Attestation of their Degree/Advanced Diploma /Diploma Certificates should ensure that they have obtained the Equivalence Certificate for the 12th std. Certificate issued by school.
2. International students should submit Original Degree, Equivalence Letter, Graduate Notification (if any issued), transcript and photocopy of their passport to the Admission & Registration Department for attestation from Ministry of Higher Education Sultanate of Oman.

C. PROCEDURE TO BE FOLLOWED FOR STUDENTS LEAVING THE COLLEGE WITHOUT COMPLETING THE COURSE (ALSO FOR TEMPORARY WITHDRAWAL):

1. The candidate will make a written request for leaving the college in the prescribed application form.
2. Finance Department will check for clearance of dues and give a no dues endorsement signed by the Finance Manager.
3. The candidate will get no dues certifications from all necessary signatories on the form.
4. Caution Money will be refunded after deductions (if any), except in case of temporary withdrawal.