



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320 (J&K)

Ref No: SMVDU/EC/19/055
Date: 19/09/2019

NOTIFICATION

Subject: Adoption of UGC guidelines on Non-retention of Original Certificates.

As recommended by Academic Council in its 31st Meeting and as approved by the Executive Council in its 29th meeting, the adoption of UGC guidelines w.r.t. Non-retention of Original Certificates, is hereby notified for the information of all the concerned.

1. It is mandatory for the student to submit the self-attested copies of original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form.
2. The original documents shall be physically verified at the time of admission of the student in his/her presence and the same shall be returned immediately (after satisfying themselves about their authenticity), keeping the attested copies for records.
3. The self-attested certificates of students shall be held valid and authentic for all purposes and administrative requirements and in case there is a need for physical verification at any time during the course of the program of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.
4. Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.
5. In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained under any circumstances.

The above shall be applicable with effect from the Academic Session 2019-20.

Copy to:

1. All Deans, for information.
2. Heads/I/c Heads, for information.
3. Chairman, All Admission Committee(s), for information and n.a.
4. Finance Officer, for information.
5. PS to VC for the information of Hon'ble Vice Chancellor.
6. I/c Website, for uploading the same on the University website.
7. Concerned file.


Registrar