

<b>Name of the Service</b>	<b>Degree Certificate</b>
Whom to approach for this service (Designated Officer)	Deputy Registrar / Special Officer
Procedure involved to get this service	<ol style="list-style-type: none"> <li>1. After successful completion of the degree</li> <li>2. Candidates have to apply within 30 days from the issue of convocation notification through the concerned college/institution</li> </ol>
Form to be submitted to get this service	<ol style="list-style-type: none"> <li>1. Prescribed application form</li> <li>2. Fee paid challan</li> <li>3. Photocopies of all the marks cards</li> </ol>
Who are eligible to get this service	Candidates who have successfully completed their respective degree
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Application form forwarded through concerned college/institution</li> <li>2. Attested photocopies of marks cards</li> </ol>
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> <li>1. Rs. 50 application fee</li> <li>2. Rs. 500 convocation certificate fee</li> </ol>
Maximum number of days to get this service delivered	90 working days from the date of the convocation
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	1.00	Receiving clerk
2	Computer feeding	30.00	Computer Operator
3	Verification / Scrutiny	27.00	Deputy Registrar/ Special Officer
4	Preparation of the Convocation certificate	30.00	Computer Operator
5	Submission for orders	1.00	Registrar(Evaluation)
6	Entry in the Register and Dispatch	1.00	Dispatching Clerk

For more details you may log on to [www.sakala.kar.nic.in](http://www.sakala.kar.nic.in)

**Helpline No:080-44554455**