

## CIRCULAR

Sub: Issue of PDCs to students who complete the programme during examinations other than regular final semester SEE

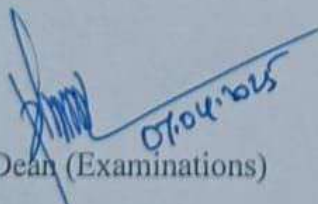
Ref.: Proceedings of meeting of Dean (AA), Dean (SA) and Dean (Examinations) with the Principal, Dt. 03.04.2025, to discuss the grievances of few students who are seeking the issue of their Provisional Degree Certificates (PDCs) immediately after completion of their programme.

The students, who complete their programmes by passing the backlog courses during the examinations of regular odd semesters/supplementary semesters and fulfilling other requirements as per VTU norms, shall apply for PDC by paying the applicable fee for Graduation Day and VTU Convocation.

**INSTRUCTIONS:**

1. A letter shall be written to the Dean of Examinations for issuing the PDC, by highlighting the reasons on why he/she cannot wait until the Graduation Day.
2. Application shall be submitted in the format (available at examination portal in MCE Website <https://www.mcehassan.ac.in/home/Circulars>).
3. All entries in the application shall be in capital letters & legible. The student shall paste **RECENT STAMP SIZE PHOTOS** only on the application.
4. **Applicable fee shall be remitted through on-line (SB Collect).**
5. The Fee once paid shall not be refunded or readjusted under any circumstances.
6. NO DUE CERTIFICATE shall be attached.
7. Incomplete Applications and / or Applications submitted without Fee will be rejected.
8. Such students, who will collect the PDC before Graduation Day, may attend the Graduation Day program, but there will be no formality of handing over of PDC.

**NOTE:** For the students who complete their degree during regular 8<sup>th</sup> semester end examination, PDCs will be issued on the Graduation Day only. PG students must also collect the PDCs on graduation day if they complete their Viva-Voce on a date well before graduation day. However, if a student approaches the Dean of Examinations with acceptable reasons for issue of PDC before the Graduation Day, the request may be considered on verifying the facts and supporting documents for emergency requirement of the PDC.

  
Dean (Examinations)

  
Principal

Copy to,

1. Principal's Table
2. Director's Table
3. All Deans & HoDs
4. O/C