



Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya

(Deemed to be University u/s 3 of UGC Act 1956)

Enathur, Kanchipuram 631 561.

Dr.V.Ramanathan

31.08.2020

Controller of Examinations (i/c)

Notification for the Issue of Semester Mark Statement, Consolidated Mark Sheet and Provisional Certificate for the Final Year Students

University Examinations - July 2020

It is hereby notified that all the final year students (*July 2020 passed out batch*) of all UG/PG (Full Time/Part Time) courses can obtain their Semester/Trimester mark statements, consolidated mark sheet and provisional certificate from **03rd September 2020 (Thursday)** onwards adopting any one of the following methods and by paying the prescribed fee (*all payments can be made through the university online payment portal only*).

Methods of Receiving Certificates: There are three options given to the students to obtain their original mark statements, consolidated mark sheet and provisional certificate from the office of the Controller of Examinations in view of Covid-19;

- Option I:** Those students who are in need of visiting the university campus for vacating their hostel room, can obtain their semester and consolidated mark statements, provisional certificates etc., submit the proofs for tuition fee, and No Dues form from hostel (*in case of hostellers*) and central library (*for all*) along with a cover letter to the Office of the Controller of Examinations directly and shall receive their marks sheets and provisional certificates in person.
- Option II:** Those students who are unable to come to campus (*may be due to travel restrictions / day scholars / in other states / already vacated hostel etc.*) can obtain their semester and consolidated mark statements, provisional certificate etc., by writing a clear request e-mail to the CoE (tabulate all fee payments in the

body of letter and ‘declare no dues after thorough checking’ and attach proofs of all the payments/fee receipts of tuition fee, hostel fee, exam fee etc.) to the email id specially created for issue of certificates (certificate2020@kanchiuniv.ac.in) and get their certificates by Speed Post Service (*free of cost service by the university without any additional charge in view of covid-19 pandemic situation*).

3. **Option III:** Those students who are having any pending dues and unable to visit the campus to take the receipts from their hostel room and/or yet to make any pending payment, can submit a written declaration for clearing the due amount and send through e-mail to the CoE to the email id specially created for issue of certificates (certificate2020@kanchiuniv.ac.in) for obtaining their mark sheets and provisional certificates by Speed Post Service (*free of cost*) and they can clear the dues before taking the original ‘Transfer Certificate’ in person (*It is important to note that Transfer Certificate(T.C.) is always issued in person only at the administration office after verification of all pending dues to be paid*).
4. The University gives a value added service to all the students and the expenses for ‘Speed Post Service’ will be borne by the university to send the original certificates to all the students (*whether they belong to local Kanchipuram or outside places or belonging to other states*) considering the prevailing situation of Covid-19.
5. Please note that, library books can be returned by all the students by postal / courier service along with a request letter addressed to the Librarian, SCSVMV.
6. To enable the final year passed out students to return their library books – the library counter is kept open & for hostellers - hostel offices are kept open from 9:00 am to 5:00 pm (*except National Holidays*) for providing student services. *Please ensure that your travel schedule fits accordingly and there is no provision available in the campus for accommodation, food etc., till the physical reopening of university campus and hostel.*

7. To obtain the original mark statements and provisional certificate through registered post, the students must provide their correct Postal address with pin code and mobile number in the online payment portal in our university website. **The change of postal address is not permitted once it is given by the students.**
8. The University Online Payment Portal to pay the prescribed amount will be operating from 31st August 2020 (*Monday*). The details of payment for certificates are furnished below:

Particulars	Amount (Rs.)
Consolidated Mark Statement	500
Provisional Certificate	300
Degree Certificate	1250
Total	2050

9. Please note that those who are entering the university campus are informed to follow Covid-19 safety guidelines by wearing face mask and will be subjected to temperature checking at the main entrance gate and follow social distancing inside the University premises without fail & *strictly without wearing face mask no one is permitted inside the university premises.*
10. The CoE section of SCSVMV takes all necessary steps to ensure the prompt issue of all required certificates subject to the required submission of factual details written clearly in the cover letter or in emails supported with proofs. *Please note that as we have to serve a large volume of student requests, emails submitted with insufficient details or incomplete requests may not be taken for consideration and further processing.*

S/d

Controller of Examinations (i/c)