



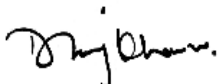
IMPORTANT NOTICE

All students are advised to follow the Standard Operating Procedures (SOP) for obtaining the documents *viz.* Character certificate, Migration certificate, Provisional certificate, Degree, etc. from the college.

SOP

1. Visit the college administrative office at window No. 4.
2. An application/ request letter specifying the details of the document(s) required must be provided to the office staff deployed at the counter.
3. The following documents must be attached with the request letter:
 - a. **Alumni form:**
Kindly fill the alumni form prior to your visit in the college, using the link:
<https://ramjas.du.ac.in/student/web/index.php?r=alumni%2Fadd-alumni>. You are requested to submit a photocopy of the email response validating your submission.
 - b. **Progression Proof:** If you have pursued higher education after completing your graduation, please submit photocopy proofs of the same, *viz.* Identity card/ fee slip/ degree certificate, etc.
 - c. **Employment/ Placement Proof:** If you have been successfully placed in employment after graduation, please provide photocopy of the proofs, *viz.* offer letter/ identity card, etc.
 - d. **Competitive Examination cleared:** If you have cleared any competitive exam, such as UPSC/UGC/CSIR NET-JRF/CAT/ GMAT/ GRE/ TOEFL/ CLAT/ Bank PO/SSC etc., please bring the photocopy proof of the exam cleared.

NOTE: Without proper attachments of proofs as mentioned under point number 3 of the SOP, documents will not be provided.


Principal