



Policies & Procedures Manual

Sir Syed University of Engineering & Technology

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Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

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Arrangements to Prevent Fraudulent Claims of Degrees

1. Preamble

In this era of technology development, it is essential to make fool-proof arrangements to prevent fraudulent claim of degrees. All Degree submitted to SSUET for verification and attestation are already checked and verified with the available records at the Examinations Department of SSUET. However, there was no documented policy and procedure to prevent fraudulent claims of degrees. The policy to address the issue has now been formulated.

2. Introduction

The purpose of this policy is to ensure that no claim of fraudulent degree goes unidentified. This policy has two prong approaches to achieve this desired objective. The first is to ensure that arrangements are present to prevent issuance of fraudulent degrees. The second is to devise a reliable procedure for verification of a degree when it is submitted to SSUET for verification.

3. Arrangements to Prevent Issuance of Fraudulent Degrees

Examinations System and its authenticity is one of the major indicators which make the University and its degree credible.

Sir Syed University of Engineering and Technology is inspected by the regulatory bodies like Pakistan Engineering Council (PEC), Charter Inspection & Evaluation Committee (CIEC), National Computing Education and Accreditation Council (NCEAC), Pakistan Council for Architects and Town Planners (PCATP) and Higher Education Pakistan (HEC).

The University gets printing of degrees, provisional certificates and transcripts from National Security Printing Corporation embedding all security features as water mark etc. The Degree is signed by the Registrar and The Vice Chancellor. The Vice Chancellor office affixes University's Seal on the degree at red sticker.

The above procedure prevents issuance of fraudulent degrees and ensures that degrees are issued to genuine graduates only.

All blank degrees and transcripts along with official seal of Registrar and Controller of Examinations Office (meant for stamping degrees and transcripts) are kept in a steel locker. The University affixes seal on the degrees and transcripts.

A successful candidate of a degree program shall receive a degree conferred on him/her at a convocation held for the purpose.

The record of issuance of degrees is being properly maintained at the COE Office.

Before the issuance of degree, the Examinations Department checks all results notifications of a student.

A proper register is maintained for the issuance of degrees to the students.

Nobody can make fraudulent claim as the Gazette Notification (list of graduating students) is being sent to the PEC and HEC after each semester. The list of graduating students is also published in the Convocation Booklet.

4. Verification of Transcript/Provisional Certificate/Degree issued by SSUET

One of the responsibilities of the Examinations Department is to verify the documents (transcripts, provisional certificates and degrees) received from various organizations, agencies, Universities/Colleges.

When a degree is submitted to SSUET for verification the following procedure is adopted to identify that the degree is genuine.

The following steps are involved in verification process of documents:

1. The Examination Department receives the letter for verification from various organizations along with the academic documents of the students.
2. Secondly, the students submit verification form to Examinations department with academic documents & fee challan {Normal Fees Rs. 500/= per document (15 days), Urgent Fees Rs. 800/= per document (03 days), Most Urgent 1200/= per document (01 day)}.
3. On receipt of documents, the Examinations Department, first checks particulars of final transcripts (Name, Father's Name, Enrolment No. and Roll No. etc.). A copy of the transcript available at Examinations Department record is compared with the transcript received. The marks of transcripts are checked from the BS Report and Degree Dispatch. The Course Title, Course Codes, and CGPA is also checked for semester and of entire degree program.
4. Similarly, the degrees are checked with the available record at the Examinations Department of SSUET.
5. The documents are stamped and signed by Verification Officer and the Controller of Examinations.

6. The documents are dispatched to the concerned organizations via urgent mail. The documents received from students are handed over to them.