

STANDARD OPERATING PROCEDURE

SOP is used for apply the Provisional Certificate and Provisional Degree Certificate online on the student portal

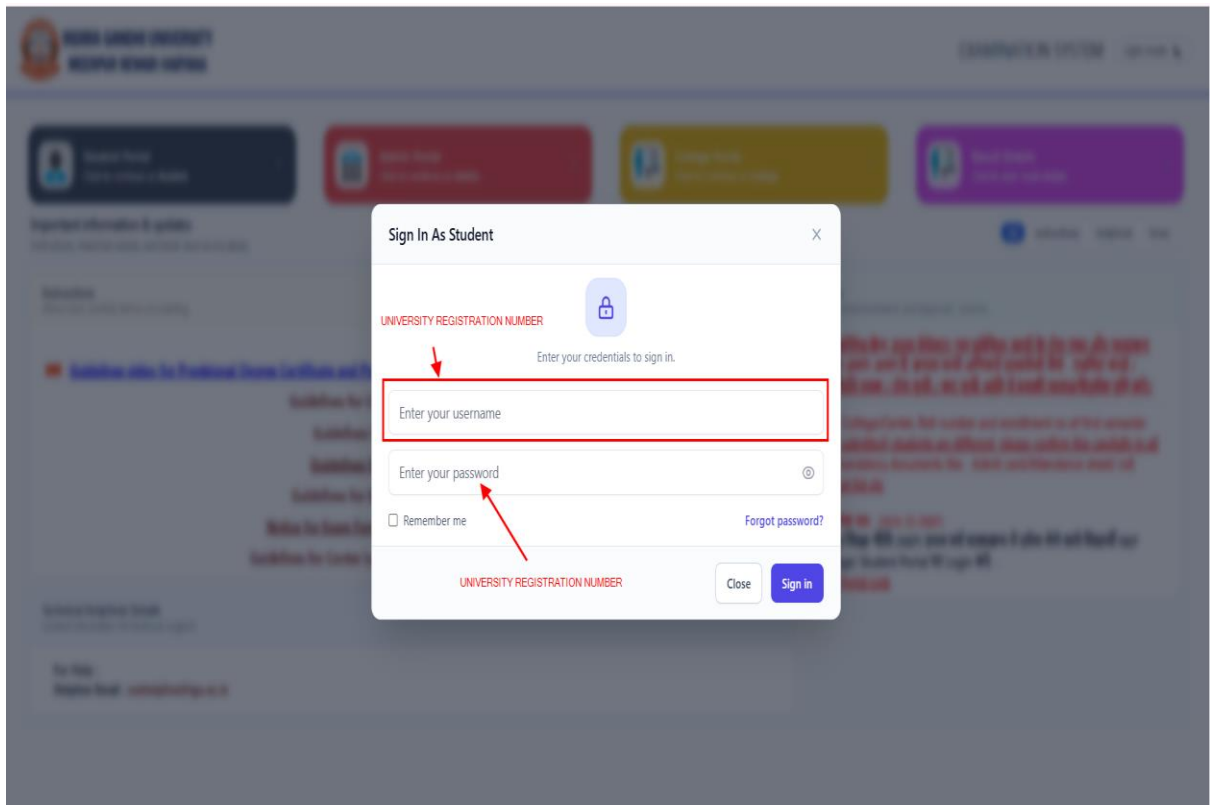
1. Open the University Website i.e. <https://igu.ac.in>
2. Click on the Web Portals on heading bar.



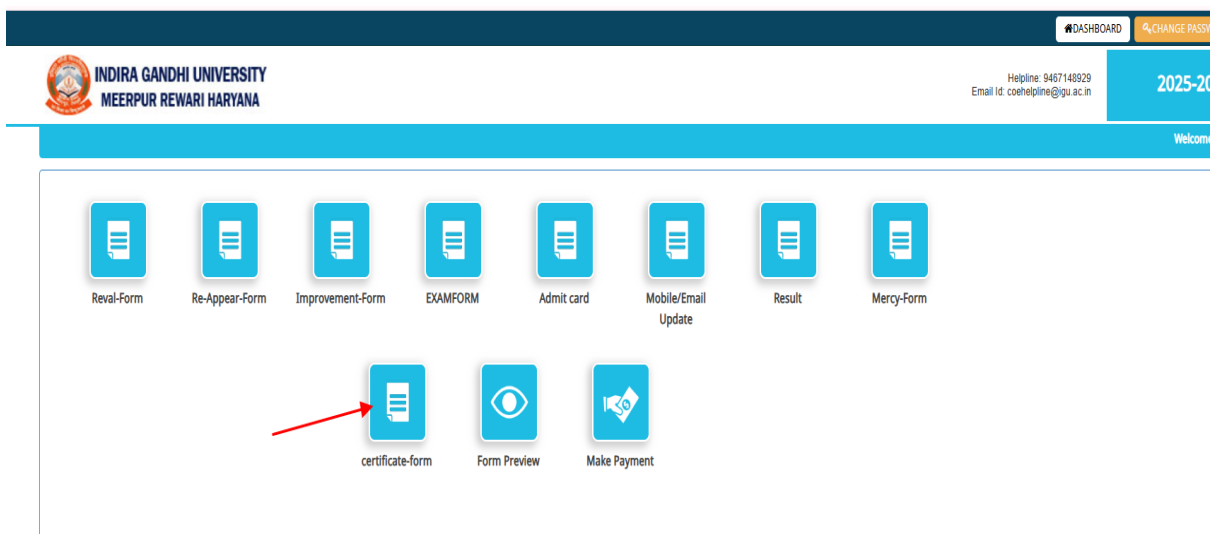
3. Click on the Old College/Student Portal in the drop down menu of web portals.



4. Login with the Registration Number and Password.



5. Click on the certificate-form icon which is displayed in your portal.



6. Choose the Provisional Certificate and Provisional Degree Certificate from the drop down list whatever you want then click on apply.

Certificate Type

- Select -

- Select -

DMC

MIGRATION

PROVISIONAL CERTIFICATE

PROVISIONAL DEGREE CERTIFICATE

URMIGRATION

Apply

7. **Note :-** Sample of Provisional Certificate is as follow

Indira Gandhi University

Meerpur Rewari



इंदिरा गाँधी विश्वविद्यालय

मीरपुर रेवाड़ी

(A State University Established under Haryana Act No. 29 of 2013)
(Recognized u/s 12-B & 2(f) of UGC Act 1956)

Ref. No.: IGU123456789

PROVISIONAL CERTIFICATE

RESULT-CUM-DETAILED GRADE CARD

BACHELOR OF SCIENCE(NON-MEDICAL) 6TH SEMESTER(RE-APPEAR)

Reg. No.	:		Course	:	BACHELOR OF SCIENCE (NON-MEDICAL)
Roll No.	:			:	
Name	:		College/UTD	:	Yaduvanshi Degree College, Village - Patikara, Tehsil - Narnaul, Distt. Mahendergarh
Father's Name	:		ABC ID	:	
Mother's Name	:			:	



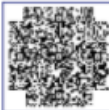
Sl. No.	Paper Code	Nomenclature of the Paper	Marks Obtained	Maximum Marks	Remark
1	BSCMTH	MATHEMATICS	76	150	PASS
2	BSCPHY *	PHYSICS	105	150	PASS
3	BSCCHE	CHEMISTRY	87	150	PASS

CONSOLIDATED MARKS / CREDITS SUMMARY

Session	Semester	Marks Obtained	Maximum Marks	Remark
DECEMBER-2024	1st Semester	291	500	Pass
MAY-2024	2nd Semester	8	500	Pass
DECEMBER-2024	3rd Semester	279	500	Pass
MAY-2025	4th Semester	31	500	Pass
MAY-2024	5th Semester	26	450	Pass
MAY-2026	6th Semester	268	450	Pass
	Grand Total	69	2900	Pass

Result Status: PASS

Date of Course Completion: 03/07/2026



Division : SECOND DIVISION



Date of Issue: 14-08-2026

Superintendent / A.R. / D.R.
(Result Branch, I.G.U. Meerpur)

8. **Note :-** Sample of **Provisional Degree Certificate** is as follow

Indira Gandhi University Meerpur Rewari		इंदिरा गाँधी विश्वविद्यालय मीरपुर रेवाड़ी
(A State University Established under Haryana Act No. 29 of 2013) (Recognized u/s 12-B & 2(f) of UGC Act 1956)		
Ref. No.: IGU91831		
PROVISIONAL DEGREE CERTIFICATE		
This is to certify that Mr./Ms. _____ Son/Daughter of Shri _____ _____ and Smt. _____, a student of this University, is hereby awarded the Degree of BACHELOR OF ARTS on his/her having enrolled in batch 2022-2025 under Registration Number _____ & Roll Number _____ and after successfully completing the above said degree in MAY-2026 Examinations. He/She is placed in FIRST DIVISION. This Provisional Degree Certificate is issued pending the conferment of this Degree by the University.		
Date of Issue : -08-2026		
 Assistant / Deputy Registrar (Result)	 Controller of Examinations	
Note: This is a Computer-based Provisional Certificate and is valid for all purposes.		

9. Choose the one of them ID proof which is shown in the drop down list then Type the ID Proof no. which is selected by you also type the alternate E-mail in next column.

First Name : Middle Name : Last Name :
Father Name : Mother Name :
STUDENT NAME IN HINDI : FATHER NAME IN HINDI : MOTHER NAME IN HINDI :
Date : Month : Year :
Sex : INCORPORATE ABC-ID(12digit) :
Enrollment No : Roll No :
Email Id : Student Contact No :
ID PROOFS : ID PROOF NO : * Add alternate email : *
Voter ID Card
- Select -
Voter ID Card
PAN Card
Passport
Driving License
C165280
ala@live.in
Confirm & Submit

10. Click on confirm & submit option
11. Upload the relevant documents i.e. 1 One ID Proof and Final semester Result/Final Semester Mark-sheet.

INDIRA GANDHI UNIVERSITY
MEERPUR REWARI HARYANA
Helpline: 9467148929
Email id: coohelpline@igu.ac.in
2025-2026(M)
Welcome [User Name]
Support

Name of the Documents	Uploaded link	Upload	Type
Upload Id Proof Document			Original
Upload Final Semester Result Copy			Original

Point 3.
Click for choose the Final Semester Result or Final Year MARKSHEET (IF RECEIVED)

Point 1.
Click for choose the ID Proof Document

Point 2 & 4.
After choose documents click on both upload button

For the best view use Mozilla Firefox , Google Chrome browser
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12. A form preview is shown so kindly check it carefully



Indira Gandhi University
Meerpur Rewari

इंदिरा गाँधी विश्वविद्यालय
मीरपुर रेवाड़ी

(A State University Established under Haryana Act No. 29 of 2013)
(Recognized u/s 12-B & 2(f) of UGC Act 1956)

☐ APPLICATION FOR PROVISIONAL CERTIFICATE

Application No. : IGU502191 Roll No. : Student Name : Father's Name : Mother's Name : Gender : MALE Date of Birth : 5/1998 Course Name : MASTER OF SCIENCE (GEOGRAPHY) College Name : Rao Jai Ram Degree College, Bunde Baj Nagar, Ateli Road, Mohindergarh Alternate Email : ebnall i@gmail.com	ABC Id : N/A Registration No : विद्यार्थी का नाम : पिता का नाम : माता का नाम : Category : OBC Mobile No. : Email Id : an1998@gmail.com Voter ID Card : 2156 Address :
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 (Signature of Applicant)

I hereby confirm that I have completed this transaction and reviewed all the details provided in this form. I acknowledge that the payment made is for this application only and is non-refundable / non-cancellable under all circumstances. I understand and agree that this form preview serves as valid proof of my transaction and consent.

Fees Paid	Payment ID	Payment Date
₹500	order_TPFixubWW	13/08/2026

13. Select the payment method from the options i.e. Credit Card. Debit Card, Net Banking and Net Banking SBI then Click on proceed to pay.

[#DASHBOARD](#) [#CHECK PAYMENTS](#) [#LOGOUT](#)


 (Signature of Applicant)

Process of Payment

Total Amount: 500

ONLINE

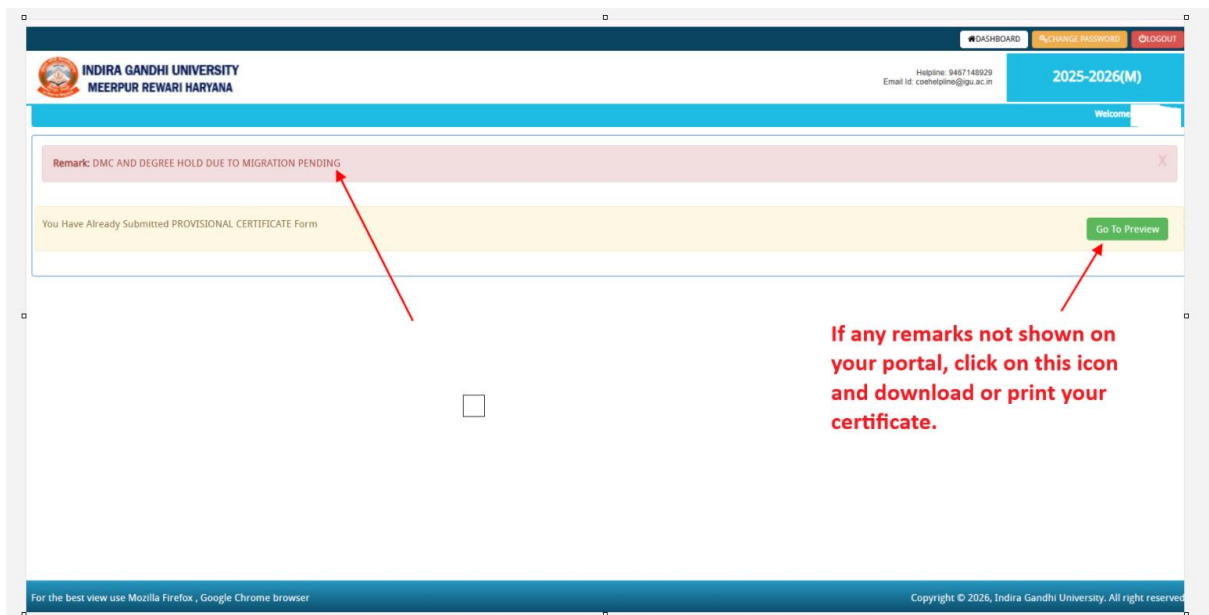
☐ Credit Card
 ☐ Debit Card
 ☒ Net Banking
 ☐ Net Banking SBI

Application Processing Fee Rates per Application

Rates for	Fees
Application Fees	Rs 500
Transaction Charges for Net Banking : 20 Fixed of the fees	Rs. 20
Total:	Rs 520.00

[➔ Proceed To Pay](#)

14. Do the payment as per your card details.
15. Wait for 7 days to check the certificate, if any queries was found by the University then the remarks on the student portal was displayed so kindly check it regularly/daily basis.
16. For checking the certificate & query remarks again login your student portal with the Registration Number and Password.
17. Again click on certificate-form
18. Again choose the certificate which was applied by you.
19. If the remarks was given by the university then kindly visit in the university.



20. If there is no remarks then click on go to preview option, Certificate is displayed on your portal so kindly print or download it.