



डा0 राम मनोहर लोहिया राष्ट्रीय विधि विश्वविद्यालय Dr. Ram Manohar Lohiya National Law University

धर्मसंस्थापनाथाय

पत्रांक: 2231-22/एनएलयू.लखनऊ/प्रशा./वी-5/2022

दिनांक: 15 दिसम्बर, 2022

सूचना

एतद्द्वारा समस्त अध्ययनरत् एवं उत्तीर्ण छात्रों को सूचित किया जाता है कि विश्वविद्यालय के विभिन्न शैक्षिक प्रमाण पत्र यथा (चरित्र प्रमाण-पत्र, प्रोविजनल स्टेटमेन्ट ऑफ ग्रेड्स, बोनाफाईड प्रमाण-पत्र एवं कनवर्जन प्रमाण-पत्र) को स्टैम पोर्टल के माध्यम से डिजीटल हस्ताक्षर युक्त दिनांक 15 दिसम्बर, 2022 से निर्गत किया जायेगा।

तदक्रम में उक्त प्रमाण-पत्रों को डिजीटल हस्ताक्षर रूप में प्राप्त करने हेतु प्रक्रिया निम्नवत् है:-

Process of Digitally Signed Certificates

Digitally signed certificates options are incorporated in the STAM and STAM Portal application software which is being used by Dr. Ram Manohar Lohiya National Law University, Lucknow. Here are the details:-

Login in:- (STAM Portal)

After successful login in the STAM Portal application, a below menu page will be appear.

Request for Digitally Signed Document: - (STAM Portal)

Click on the “Request for Digitally Signed Document” option under the “STUDENT SERVICES” menu in STAM Portal, a below screen will be opened. Student basic detail populates on the page while opening the page. The options of varies certificate are showing in the below page under the “Request For” block.

List of Certificates for which Student can Request for Digitally Signed Certificates:

- Character Certificate
- CPI/CGPA to Percentage Conversion Certificate
- Bonafied Certificate
- Provisional Statement of Grade



डा0 राम मनोहर लोहिया राष्ट्रीय विधि विश्वविद्यालय Dr. Ram Manohar Lohiya National Law University

Only those certificate options will be displayed which are applicable to logged in student.

- I. Select any one from certificates option to submit your request. Only one request for a certificate can be done.
- II. Select Course Year and semester from the associated dropdown list. These dropdown lists will be enabled based on the selected certificate option.
- III. Enter text as a message in remark.
- IV. Upload scan copy of your documents which are required in support of your request, as follows:

Certificate claimed	Name of Supporting documents to be attached
a) Bonafied Certificate	• ID Card
b) Character Certificate*	• 5 th year Grade sheet (Front & Back side)
c) Provisional Statement of Grade	• Fee receipt i.e 200.00 per copy
d) CPI/CGPA to Percentage Conversion Certificate*	• Fee receipt i.e 200.00 per copy, 5 th year Grade sheet (Front & Back side)

**only for passedout students*

View Request Status:- (STAM Portal)

The status of the submitted request can be viewed by Clicking on the “**Download Digitally Signed Document**” option under the “**STUDENT SERVICES**” menu in STAM Portal, a below screen will be opened. Initially the status will be pending and status will show complete once certificate get signed by the University.

View Request Status				
View Last Three Months Request			View All Request	
Sl. No.	Request No.	Request On	Request For	Status

Download Digitally Signed Document:- (STAM Portal)

Student can download his request digitally signed certificate. A download link will be available in the grid corresponding to the request raised by the student.

कृपया साथ ही यह भी अवगत कराना है कि जब तक डिजिटल प्रमाण पत्र जारी करने वाली उपरोक्त प्रक्रिया पूर्ण रूप से संचालित नहीं हो जाती है तब तक छात्रों के आवेदनानुसार विभिन्न शैक्षिक दस्तावेज पूर्व की भाँति मैनुअल प्रक्रिया से भी जारी किये जाते रहेंगे।

Sanjay

(संजय कुमार दिवाकर)
संयुक्त कुलसचिव

प्रतिलिपि:

1. कुलपति महोदय।
2. कुलसचिव।
3. सहायक कुलसचिव।
4. समस्त छात्रों को विश्वविद्यालय वेबसाईट/नोटिस बोर्ड के माध्यम से।

(संजय कुमार दिवाकर)
संयुक्त कुलसचिव