अंग्रेज़ी एवं विदेशी भाषा विश्वविद्यालय

हैदराबाद - 500007

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

HYDERABAD – 500007

No.EFLU/Admn./F.No.2298./2026/ 709

22.10.2026
27

CIRCULAR

Sub: Issuance of Digital Certificates (e-Certificates) for University Events – Reg.

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This to bring to kind attention to all the Academic Departments, Administrative Sections and Units that in alignment with the University's Green Campus initiatives and drive toward Administrative efficiency, approval has been accorded for transitioning to Digital Certification for all institutional events, issuing secure, digital certificates via email in order to streamline administrative workflows and to create an official email ID: digitalcertificates@efluniversity.ac.in to generate links

Further, all the Academic Departments, Administrative Section and Units shall follow the standard procedure as detailed below:

1. The organizing units have to collect the participant records using a standardized Microsoft Excel template.
2. To forward the completed template to Mr. Manmohan, MTS, Computer Lab for processing.
3. To generate high-resolution PDF e-Certificates with duly protected-password and distribute the same electronically via the Samarth portal.

A copy of the detailed standard Operating Procedure (SOP) is appended here with as Annexure for ready reference.

However, the official certificates being issued from time to time by the office of the Controller of Examinations, the International Training Programme (ITP) and the Centre for Consultancies and Language Training (CCLT) shall continue to be issued in physical format as per existing protocol.

Manchala
26/10/2026

REGISTRAR

To
All Notice Boards

Copy To:

1. The Director, EFL Uniiversity Regional Campus, Shillong

2. The Director, EFL University Regional Campus, Lucknow
3. The Dean, Academics
4. The Proctor
5. All the Deans/Heads of the Schools/Departments
6. The Director, Directorate of Distance Education
7. The Dean, Foreign Students
8. The Dean, International Relations
9. The Director IQAC
10. The Dean, Publications
11. The Dean, TI
12. The Dean, CPD
13. The Director I/c, EMRC
14. The Controller of Examinations
15. The Chief Coordinator, ITP
16. The Director, CCLT
17. The Public Relations Officer – *with a request to circulate the same to the TS and NTS through whatsapp groups*
18. The Finance Officer
19. The Librarian
20. The Nodal Officer for the maintenance of the University website
21. The OSD to the Vice Chancellor
22. The PS to the Vice Chancellor
23. The PA to the Registrar
24. Orders File
25. The file concerned

अंग्रेज़ी एवं विदेशी भाषा विश्वविद्यालय

प्रकाशन विभाग, हैदराबाद - ५०० ००७

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
EFL UNIVERSITY PRESS, HYDERABAD – 500 007

ANNEXURE

Standard Operating Procedure (SOP): Issuance of e-Certificates

1. Scope and Applicability

This procedure governs all academic departments, research centres, and administrative units of the University organizing events (conferences, workshops, seminars, training programmes, competitions) and seeking to issue digital certificates. Formal certificates issued by the Controller of Examinations, ITP, and CCLT are exempted.

2. Key Roles and Responsibilities

- **Organising Unit:** Collects accurate participant details, compiles data in the prescribed format and schedules dispatches the data to .
- **Technical Desk (Mr. Manmohan, MTS, Computer Lab):** Provides the standard data template, executes the automated certificate generation engine
- **Recipients:** Receive personalized, password-protected e-Certificates directly through email via Samarth portal

3. Step-by-Step Procedure

1. **Requisition of Template:**

   The organising unit obtains the official Microsoft Excel data template from the EFL University Press (Mr. Manmohan).

2. **Data Compilation:**

   The organising unit compiles the required event and recipient details, ensuring that details of the following entered correctly in the Excel sheet:

   - Event Title, Date(s), and Venue
   - Organising Department / Centre / Section
   - Name and contact details (email and mobile number) of the Event Coordinator.

ile No. EFLU/1184/2026-PUB_OFC (Computer No. 4256)

- Participant Details: Full Name (as required on the certificate), valid email address, and institutional affiliation/designation
- Category of Certificate: Participation, Paper Presentation, Award/Winner, Resource Person, etc.
- Names and designations of the approved Signing Authorities
- Design specifications (selection of standard university colour scheme and editable layout options).

3. **Data Verification:**

   The organising unit must verify all entries prior to submission. Inaccurate or incomplete data (e.g., misspelled names, bounced emails) will lead to processing delays.

4. **Submission:**

   The finalized sheet must be emailed to Mr. Manmohan at least **seven (7) working days** prior to the intended issuance date.

5. **Processing and Generation:**

   Upon data verification and deduplication, individual PDF e-Certificates will be generated with unique, auto-generated system passwords for security.

6. **Repository and Distribution:**
   - Generated certificates are placed in a secure repository managed via the official Press ID (digitalcertificates@efluniversity.ac.in).
   - Access links and individual passwords are dispatched to participants via bulk mailing through the **Samarth Portal**.

4. Prescribed Timelines

- **Template Submission:** Minimum **7 working days** prior to the scheduled date of distribution.
- **Verification and Processing:** Within **6-7 working days** from the receipt of verified, error-free data.
- **Participant Distribution:** Within **5 working days** following generation.

Support and Queries
For design customization, template access, or technical support, organising units may contact **Mr. Manmohan, MTS, Computer Lab**.

9/10/26

Senior Printer