

NOTICE

ISSUE OF GRADE SHEETS, TRANSCRIPTS AND OTHER DOCUMENTS TO STUDENTS

1. The system of issuing documents to students shall be as given below. Students must comply with the requirements as given against each.
2. **Grade Sheets**
 - (i) **Initial**
 - (a) These shall be issued at the end of each semester, as per schedule announced by the Registrar's Office. Alternate dates shall also be catered for.
 - (b) Cost - Nil
 - (c) Students who fail to collect the grade sheets on specified and also on alternate dates, shall have to pay a fine of Rs. 100/-, if they wish to collect their grade sheets subsequently.
 - (d) The grade sheets shall be issued in person only.**
 - (ii) **Replacement**
 - (a) Student should submit a copy of FIR, mentioning the city of loss of original grade sheet, along with a written application.
 - (b) Cost - Rs. 100/- per grade sheet.
 - (c) Word 'DUPLICATE' shall be endorsed in Red on top of the duplicate grade sheet.
 - (d) The grade sheet may be sent by post for passed out students at the additional cost for Rs. 50/- covering the postal charges (National) and Rs. 750/- (International) on completion of requirements at (a) above.
3. **Transcripts**
 - (i) **Interim (upto 7th Semester)**
 - (a) Students are required to submit an application.
 - (b) Cost – Rs. 100/- per transcript
 - (b) Application should specify the reasons in support of requirement and also proof of same should be attached e.g. requirement of attaching transcript by a foreign University. In case of T & P requirement, the application should be approved by T & P In-charge, whether for On/Off campus interviews.
 - (ii) **Final (After Possessing out)**
 - (a) First copy – free of charge.
 - (b) Additional copies @ Rs. 100/- per copy shall be issued based on the application of the student.

4. **Provisional Degree/ Character Certificate/Migration Certificates**

- (i) Initial Issue
 - (a) Free of charge on submission of “No Dues Certificate” and on completion of degree requirements.
 - (b) Migration certificate shall only be issued, subject to student having submitted his/her original migration certificate at the time of joining the University.
- (ii) Replacement Copies of Provisional Degree certificate and Migration Certificate.
 - (a) It shall be issued only on submission of an application alongwith copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in ‘Lost Column’ mentioning the city where documents have been lost.
 - (b) Word ‘DUPLICATE’ shall be written in red ink on top.
 - (c) The cost of replacement shall be Rs. 500/- for each of the certificate. These may be sent by post at following additional cost, to cover cost of postage.
 - (i) National - Rs. 50/-
 - (ii) International - Rs. 750/-

5. **Final Degrees**

- (i) Awarded During Convocation
 - (a) Cost – Nil
 - (b) Student should have submitted a ‘No Dues Certificate’, before being admitted to the Convocation.
- (ii) Replacement:
 - (a) It shall be issued only on submission of an application alongwith copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in ‘Lost Column’ mentioning the city where documents have been lost.
 - (b) Word ‘Duplicate’ shall be written in red ink on top.
 - (c) The cost of replacement shall be Rs. 5000/- . These may be sent by post at following additional cost, to cover the cost of postage.
 - (i) National - Rs. 50/-
 - (ii) International - Rs. 750/-
- (iii) Collection After Convocation
 - (a) Cost – Rs 200 towards fee in Absentia
 - (b) Student should have submitted a ‘No Dues Certificate’, before being allowed to get the degree collected or being sent by post.

- (c) Delivery by postage should be avoided. It still can be sent at students risk once student so writes. These may be sent by post at following additional cost, to cover the cost of postage.
 - (i) National - No additional cost other than fee in absentia as mentioned above
 - (ii) International - Rs. 750/-
- (d) Students can arrange collection thru Parents or authorized person by giving an authority letter. The letter must bear similar signatures, as per the NO DUES CERTIFICATE. Further the authorized person need to have a certified Photo ID proof of him or her. The Institute may not issue the degree in case of doubt.

6. I Cards

- (i) Initial
Cost - Nil
- (ii) Replacement
Fine of Rs. 500/- to be paid by the student alongwith an application enclosing a copy of FIR lodged in a local police station. Word 'DUPLICATE' shall be written in red ink on Top.

7. Booklet on Academic System & Standing Orders

- (i) Initial (1st Year)
Cost - Nil
- (ii) Additional Copies
May be issued @ Rs. 100/- per booklet.

8. Attested Copies

Separate instructions have been issued on the subject.

Issue Of Duplicate Documents

9. Replacement of Grade Sheets

- (a) Student should submit a copy of FIR, mentioning the city of loss of original grade sheet, along with a written application.
- (b) Cost - Rs. 100/- per grade sheet.
- (c) Word 'DUPLICATE' shall be endorsed in Red on top of the duplicate grade sheet.
- (d) The grade sheet may be sent by post for passed out students at the additional cost for Rs. 50/- covering the postal charges (National) and Rs. 750/- (International) on completion of requirements at (a) above.

10. Replacement Copies of Provisional Degree certificate, character and Migration Certificate.

- (a) It shall be issued only on submission of an application alongwith copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in 'Lost Column' mentioning the city where documents have been lost.
- (b) Word 'DUPLICATE' shall be written in red ink on top.
- (c) The cost of replacement shall be Rs. 500/- for each of the certificate. These may be sent by post at following additional cost, to cover cost of postage.
 - (i) National -Rs. 50/-
 - (ii) International - Rs. 750/-

11. Replacement of Original Degree Certificate

- (a) It shall be issued only on submission of an application alongwith copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in 'Lost Column' mentioning the city where documents have been lost.
- (b) Word 'Duplicate' shall be written in red ink on top.
- (c) The degree shall be unsigned but authenticated by the Registrar
- (c) The cost of replacement shall be Rs. 5000/-. These may be sent by post at following additional cost, to cover the cost of postage.
 - (i) National -Rs. 50/-
 - (ii) International - Rs. 750/-

Replacement of Identity Card

Fine of Rs. 500/- to be paid by the student alongwith an application enclosing a copy of FIR lodged in a local police station. Word 'DUPLICATE' shall be written in red ink on Top.

12. These instructions shall be effective from 02nd April, 2007.

Registrar

Students Notice Board

Web Kiosk

Website - Important Notices

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Admin

CFO