

JIIT NOIDA

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) Issued at the end of each semester, as per schedule announced by Office of the Registrar. There are no charges for this.
 - (b) **Late collection**. Students who fail to collect the grade sheets on specified date and also on alternate dates, shall pay a late fine of Rs. 200/-.
 - (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) Charges - Rs. 250/- per grade sheet.
 - (c) Word '**DUPLICATE**' shall be endorsed in Red on top of the grade sheet.
 - (d) For postal charges, refer paragraph 7.
3. **Transcripts**
 - (i) **Interim Semesters**
 - (a) An application to be submitted by the student.
 - (b) Charges – Rs. 300/- per copy.
 - (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, whether for On/Off campus interview(s).
 - (ii) **Final (After Passing out)**
 - (a) First copy – free.
 - (b) Additional copies - Rs. 300/- per copy. Students are required to submit an application for additional copies.

4. **Provisional Degree/ Character Certificate/Migration Certificates/Medium of Instruction 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 Copy of Provisional Degree Certificate, Character Certificate and Migration Certificate.

- (a) An application along with copy of FIR, indicating the place of loss, to be submitted.
- (b) Word 'DUPLICATE' shall be endorsed in red ink on top of the certificate.
- (c) Duplicate Provisional Degree certificate, Duplicate Migration Certificate and Duplicate Character Certificate shall be issued on payment of Rs. 500/- each.
- (d) For postal charges, refer paragraph 7.

(iii) Medium of Instruction Certificate.

- (a) No charges for initial issue.
- (b) An application to be submitted for additional copies.
- (c) Medium of Instruction Certificate shall be issued on payment of Rs. 100/- per copy.
- (d) For postal charges, refer paragraph 7.

5. **Final Degrees**

(i) Awarded During Convocation.

- (a) Charges – Nil
- (b) Student should have submitted a 'No Dues Certificate' before being admitted to the Convocation.

(ii) Degree Collection in Absentia

- (a) Application from student along with a authority letter.
- (b) Absentia Fee – 500/-.

(iii) Replacement/Duplicate

- (a) An application along with copy of FIR indicating the place of loss & a cutting of a Newspaper of repute (National dailies) with a published advertisement in 'Lost Column' mentioning the city where document has been lost.

- (b) Word 'DUPLICATE' shall be endorsed in red ink on top of the duplicate certificate.
- (c) The charges for issue of a duplicate degree shall be Rs. 5000/-.
- (d) For postal charges, refer paragraph 7.

6. Identity Cards

- (i) Initial issue. No Charges.
- (ii) Replacement. An application enclosing a copy of FIR to be submitted. Charges of Rs. 500/- to be paid.

7. Charges for Post and Email

- (a) If desired, on receipt of request from the student/parent, the Institute shall send the document by post on payment of following postage charges:
 - (i) NCR - Rs. 100/-
 - (ii) Rest of India - Rs. 250/-
 - (iii) International - Rs. 3000/-
- (b) For confirmation by email, the charges shall be Rs. 100/-.

8. Attested Copies

Separate instructions have been issued on the subject.

9. These instructions shall be effective from 01 November 2020.

sd/-

**Registrar
JIIT NOIDA**