



Application Form for Transcripts / Duplicate Certificates

Reg. No.		Name of the Candidate		
Father's Name:		Course/ Branch		
Batch:		Mob. No.		Email Id

* Candidate's Name and Father's Name should be as per 10th Class certificate (to be written only in block letters)

Application for the purpose of <input type="checkbox"/> Transcripts / <input type="checkbox"/> Duplicate Certificate				
S. No	Description	Fee Per Certificate		Fee Paid
		UG	PG	
1.	Transcripts <input type="checkbox"/> Consolidated Grade Sheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Migration Certificate <input type="checkbox"/> Character Certificate	Rs. 500/-	Rs. 700/-	
		Rs. 500/-	Rs. 700/-	
		Rs. 500/-	Rs. 700/-	
		Rs. 500/-	Rs. 500/-	
2.	<input type="checkbox"/> Duplicate Certificate * (In Lieu of Loss) per certificate	Original Certificate S. No.	Rs. 1000/-	Rs. 1000/-
3.	<input type="checkbox"/> Duplicate Provisional Certificate		Rs. 1000/-	Rs. 1000/-
4.	<input type="checkbox"/> Transcript Certificate	No. Of Copies:	Rs. 1000/-	Rs. 1500/-
5.	<input type="checkbox"/> Duplicate Degree Certificate* (In Lieu of Loss) <input type="checkbox"/> Duplicate Rank Certificate* (In Lieu of Loss)	Original Certificate S. No.	Rs. 2500/- up to five years from course completion and Rs. 5000 /- from sixth year onwards	
6.	<input type="checkbox"/> Late collection of Semester/Trimester transcripts		Rs. 500/- per term	
7.	<input type="checkbox"/> Rank Certificate – On Demand		Rs. 500/- per Certificate	
8.	<input type="checkbox"/> Provisional Certificate (Ph.D.) – On Demand (Original/Duplicate)		Rs. 2000/- per Certificate	
Total Paid:				

Payment details: (please enclose Payment original receipt / Demand Draft)				
1.	Receipt No.		Date:	Amount:
2.	DD No.		Date:	Amount:
	Bank & Branch :			

Enclosures for duplicate certificates:

S. No.	Enclosure	Issuing Authority
1.	FIR copy Ref. No:	

No- Objection Status (* Get signed by respective Departments)		
1.	Finance Department	
2.	Library	
3.	Transport/ Hostel	
4.	Physical Education Department (sports)	
5.	Head of the Department	

Signature of Applicant

Exam Department

Instructions for the Applicant:

- **While applying for Cumulative (consolidated) Grade Card, bring all individual semester grade cards- original/ Xerox (will be returned immediately after verification)**
- Apply for Duplicate Certificates along with Original FIR.
- In case if original certificates found then original certificates must be returned to University for cancellation.
- **A minimum of 7 to 10 working days** from the date of the submitting complete application is required for processing.

Delivery:		
Receiver's Name:	Receiver's Signature:	Date: