



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 Certificate					
S. No	Description	Fee Per Certificate (INR)			
		UG	PG	Ph.D	
1.	Transcripts				
	☐ Consolidated Grade Sheet (Not applicable for 2023 Batch onwards)	500/-	700/-	700/-	
	☐ Provisional Certificate	500/-	700/-	2000/-	
	☐ Migration Certificate	500/-	700/-	700/-	
	☐ Character Certificate	500/-	500/-	500/-	
2.	☐ Duplicate Certificate * (In Lieu of Loss) per certificate (UG/PG/PH.D)	Original Certificate S. No.	1000/-	1000/-	1000/-
3.	☐ Transcript Certificate	No. Of Copies:	1000/-	1500/-	NA
4.	☐ Duplicate Degree Certificate* (In Lieu of Loss)	Original Certificate S. No.	2500/- up to five years from course completion and 5000/- from sixth year onwards		
5.	☐ Late Collection fine of Semester Grade Card		500/- per Sem		
6.	☐ Rank Certificate – On Demand (Original/Duplicate)(After Convocation)		500/- 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:

- 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:
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