



**Application Form for Transcripts / Duplicate Certificates**

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

\* Candidate's Name and Father's Name should be as per 10<sup>th</sup> 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 (INR)			
		UG	PG	Ph.D	
1.	<b>Transcripts</b> <input type="checkbox"/> Consolidated Grade Sheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Migration Certificate <input type="checkbox"/> Character Certificate	500/-	700/-	700/-	
		500/-	700/-	2000/-	
		500/-	700/-	700/-	
		500/-	500/-	500/-	
2.	<input type="checkbox"/> <b>Duplicate Certificate *</b> (In Lieu of Loss) per certificate <b>(UG/PG/PH.D)</b>	Original Certificate S. No.	1000/-	1000/-	1000/-
3.	<input type="checkbox"/> <b>Transcript Certificate</b>	No. Of Copies:	1000/-	1500/-	NA
4.	<input type="checkbox"/> <b>Duplicate Degree Certificate*</b> <b>(In Lieu of Loss)</b>	Original Certificate S. No.	2500/- up to five years from course completion and 5000/- from sixth year onwards		
5.	<input type="checkbox"/> <b>Late collection of Semester/Trimester transcripts</b>		500/- per term		
6.	<input type="checkbox"/> <b>Rank Certificate – On Demand (Original/Duplicate)</b>		500/- per Certificate		
<b>Total Paid:</b>					

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.

<b>Delivery:</b>		
Receiver's Name:	Receiver's Signature:	Date: