

### Charges for Issue of Various Certificates

S.No.	Particulars	Charges
1	Transcript	<p>1. <b>Graduated Students:</b></p> <ul style="list-style-type: none"> <li>• <b>Rs. 500/-</b> (Residing in India)</li> <li>• <b>US \$. 25/-</b> (Residing in Foreign Countries)</li> </ul> <p>2. <b>On Roll Students:</b> Rs. 200/- per each copy</p> <p><b>Additional charges:</b> Postal/ Courier &amp; handling Charges: Within India- <b>Rs. 200/-</b> Outside India- <b>Rs. 2500/-</b></p>
2	Migration/ Transfer Certificate	<b>Rs. 500/-</b>
3	Duplicate Identity Card	<b>Rs. 500/-</b>
4	Duplicate Grade Card	<b>Rs. 500/-</b>
5	Verification of Degree and/or Certificates	<p>1. <b>Agency within India:</b> Verification charges through email: <b>Rs. 1000/-</b> Verification charges through courier: <b>Rs. 1200/-</b></p> <p>2. <b>Agency located abroad:</b> Verification charges through email: <b>US \$. 50/-</b> Verification charges through courier: <b>US \$. 75/-</b></p>
6	Issue of Original Degree Certificates (for those who have not collected the degree during immediate next Convocation)	<b>Rs. 1000/-</b>
7	Attestation of Certificates	<b>Rs. 100/-</b> per copy
8	Duplicate Degree Certificate	<p>1. Alumnus from India - <b>Rs.2500/-</b></p> <p>2. Alumnus from outside India - <b>US \$ 200/-</b></p>
9	Certificate of Medium of instruction (English)	Available on website.
10	Character/ Bonafide Certificate	<p>1. <b>Graduated Students: Rs. 500/-</b> per copy</p> <p>2. <b>On Roll Students: Rs. 100/-</b> for additional copy (Free of cost once in a year)</p>
11	CPI to Percentage (%) Conversion Certificate	Available on website.
12	Issue of Certificates other than those mentioned above	<b>Rs. 200/-</b>
13	Postal/ Courier & handling Charges	<p>1. Within India- <b>Rs. 200/-</b></p> <p>2. Outside India- <b>Rs. 2500/-</b></p>

**Sd/-**  
**Deputy Registrar**