

PROCEDURE TO GET TRANSCRIPT/S & DUPLICATE GRADE CARD/S

Obtaining Transcripts follow the steps:-

- A) Students have to collect an application form (from COE department) and fill it up.
- B) COE department will forward the application form to Accounts department.
- C) Students have to make a photo copy of the application form before going to Accounts department, to get money receipt.
- D) Students have to pay the requisite fees (@ Rs. 1000/- per Transcript) at the Accounts department. Accounts department will give receipt against this fees.
- E) Students should produce this money receipt to COE department along with the photocopies of all grade cards.
- F) COE department will then process to obtain the transcripts. Normally, it takes 15-20 working days to obtain the Transcripts.
- G) Transcripts will be handed over directly to the candidate or to his/her parents or to an authorized person.

Obtaining Duplicate Grade Cards follow the steps:-

- A) Students have to make a general missing diary to any Police Station (mentioning the details of the student and the place of missing).
- B) Students have to collect an Application form (from COE department) and fill it up.
- C) COE department will forward the application form to Accounts department.
- D) Students have to make a photo copy of the application form before going to Accounts department, to get money receipt against this fees.
- E) Students have to pay the requisite fees (@ Rs. 300/- per Grade Card) at the Accounts department. Accounts department will give receipt.
- F) Students should produce this money receipt to COE department along with the General missing diary proof (in original).
- G) COE department will then process to obtain the Duplicate Grade Cards. Normally, it takes 15-20 working days to obtain the Duplicate Grade Cards.
- H) Duplicate Grade cards will be handed over directly to the candidate or to his/her parents or to an authorized person.