



TRANSCRIPT APPLICATION FORM CUM PROCEDURE

1	Name of the Student (In capital letter, starting with surname)								
2	Address								
3	Mobile No.								
4	Email ID								
5	Year of Admission								
6	Whether joined the institute in First Year or Direct Second Year								
7	Branch								
8	Student ID								
9	Currently studying in	PASSOUT / BE / TE / SE / FE / DROP							
10	Transcript applied	From Sem _____ To Sem _____							
11	SGPI	Sem1	Sem2	Sem3	Sem4	Sem5	Sem6	Sem7	Sem8
12	No. of transcript copies required								
13	Date of Payment								

PROCEDURE TO FOLLOW:

1. Submit Application form to exam section along with Xerox copies of mark sheets of all semesters.
2. Rs. 1500/- for 10 copies minimum, and Rs.100 will be charged per copy above 10.
3. In response to your request, demand for payment to be paid will be made available in your admission portal. Payment has to be credited through debit card, credit card or by net banking only.
4. Pay the demand generated online and submit the receipt of payment in exam section and also bring your original mark sheets for verification.
5. Transcript will be issued through exam section within 10 days after submission of payment receipt.

Signature

Acknowledgement Copy for Student

Date of Application Received: _____ Transcript issue date: _____

Staff name: _____ Staff Signature: _____

To be submitted while receiving Transcript

Transcript received date: _____ Student Signature: _____