

FEE STRUCTURE FOR ACADEMIC DOCUMENTS (WITH EFFECT FROM 18.11.2024)

Sl. No.	Certificate/ Documents	First Copy	In-Case of Duplicate Copy	Documents Required (Online/Offline) *Mandatory for Offline - Hardcopy of Application & Original Money Receipt	Whom to Apply	Postal Charges	Where to Collect
		In Rupees (₹)				*(Note: The University does not take any liability for any misplacement or damage of the parcel due to postage)	
1	Semester Grade Report	Nil	150-/-	(i) Photo Copy of the lost certificate (If Available). (ii) If lost, FIR Copy /Affidavit.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
2	Final Grade Report	Nil	500-/-	(i) Photo Copy of the lost certificate (If Available)/Provisional/SGR. (ii) If lost, FIR Copy & Affidavit. (iii) If damaged, certificate must be returned. (iv) Student Photo to be uploaded (Online)	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
3	Provisional Certificate	Nil	Nil	(i) Fee for Postal charge. (ii) If lost, FIR Copy & Affidavit.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
4	Migration Certificate	200-/-	500-/-	(i) If lost, FIR Copy or Affidavit.	Office of the Registrar	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Office of the Registrar
5	Final Degree Certificate	Nil	1000-/-	(i) Photo Copy of the lost certificate (If Available) /Provisional/SGR. (ii) If lost, FIR Copy. (iii) Affidavit Copy.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
6	Transcript Certificate	1000-/-	NA	(i) Photo Copy of FGR/SGR of any Semester. (ii) Address for each Transcript as notified by Institute.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Office of the Registrar
7	Transfer Certificate/College Leaving Certificate	Nil	500-/-	(i) Photo Copy of the lost certificate. (ii) If lost, FIR Copy /Affidavit.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
8	Rank Certificate	500-/-	NA	(i) Application from the concerned Institution where required.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
9	Attempt Certificate /No Backlog Certificate	500-/-	NA	(i) Application from the concerned Institution where required.	Head of the School	Inside India 300 (In Rupees ₹) & Outside India 60 (In US Dollars \$) or equivalent to Indian Currency	Concerned School
10	Registration Certificate	Nil	150-/-	(i) Application to the Head of the School. (ii) Money Receipt.	Head of the School	NA	Concerned School