

1. a) Fee to be collected from students for issuing various certificates mentioned in the table. These certificates are issued at AEC

Sl. No.	Particulars	Fees (Rs.)	Remarks
1	Transcript (each copy)	400	
2	Certification of Transcript Evaluation Form	250	Position Certificate - Request from various universities
3	Certificate of CGPA obtained by the student with class	250	--
4	Certificate of CGPA Evaluation Procedure	100	--
5	Certificate of Grades details	100	--
6	Certificate of Medium of Instruction	100	--
7	Prognosis Certificate	100	Certificate of final year tentative examination and result announcement schedule
8	Provisional Degree Certificate	250	(PDC)
9	Certificate of tentative date of Convocation	250	For the issuance of Degree Certificate
10	Migration Certificate	250	--
11	Duplicate /Correction of Grade cards for each	500	--
12	Any other certificate	250	--

1. b) Fee to be collected from students who request for grade cards / PDC after six months of completion of graduation ceremony. This fee is introduced under the head 'Search Fee'.

<b>Particulars</b>	<b>Amount (Rs.)</b>
Within 6 months	No penalty
After 6 months of issuing date	500
After one year	1000
After 2 years	2000
Every year the penalty will be hiked by Rs.1000/-.	

1. c) Late registration penalty for Makeup examinations:

Particulars	Amount (Rs.)
1 <sup>st</sup> day after last date	100
2 <sup>nd</sup> day after last date	200
3 <sup>rd</sup> day after last date	400
4 <sup>th</sup> day after last date	500

After the 4<sup>th</sup> day, no more requests will be considered and the process gets freezed. However, the registration may be allowed at the discretion of CoE / Principal, with a maximum penalty of Rs.5000/-.

Controller of Examinations

Sd/-