

As per the Proceedings of Examination Review Committee dt. 22.02.2019

1.a) Fee to be collected from students for issuing various certificates mentioned in the table.

Sl.No.	Particulars	Fees (Rs.)	Remarks
1	Transcript (Revised rate) for each	400	Existing fee Rs.250/-
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 Gradecards for each	500	Existing fee Rs.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'.

Particulars	Amount (Rs.)
Within 6 months	No penalty
After 6 months of issuing date	500
After one year	1000
After 2 years	2000

Penalty will be imposed from 1st May, 2021

Every year the penalty will be hiked by Rs.1000/-.

1. c) Late registration penalty for Makeup examinations :

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

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

[Handwritten Signature]

Dr. Shabana Sultana
Controller of Examinations

18 MAR 2021