NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015

OFFICE OF THE DEAN ACADEMIC

TRANSCRIPT SECTION

NOTIFICATION

The following certificates are being issued to the candidates on request and on payment of necessary fee. Application in this regard is available in the institute website. Fees shall be paid at SBI NIT Tiruchirappalli (attach the bank challan with the application). Off campus applicants shall include a Demand Draft drawn in favour of 'The Director, NIT, Tiruchirappalli' payable at Tiruchirappalli with the application.

Sl. No.	Particulars	Fee
1	Full Transcript (first copy)	Rs. 100
2	Full Transcript (additional)	Rs. 20
3	Partial Transcript (first copy)	Rs. 80
4	Partial Transcript (additional)	Rs. 20
5	Grade card	Rs.30
6	Grade card (additional)	Rs.10
7	Duplicate Transfer Certificate	Rs.250
8	Searching fee for 10 years and above records	Rs.250
9	Duplicate ID card	Rs.100

Processing time for the issue of Transcripts is as follows:

1. Graduates passed out from 2000 – **ONE week** from the date of submission of application
2. Graduates passed out before 2000 – **ONE month** from the date of submission of application

Contact at the following email ids regarding

　　1. Issuance of transcripts　　　　　: transcript@nitt.edu
　　2. Issuance of degree certificates　: degree@nitt.edu
　　3. Educational verification　　　　: verification@nitt.edu

All academic certificates will be handed over only to the individual or mailed to the postal address requested in the application.

Associate Dean (Academic)　　　　　　　　　　　　　　　　Dean (Academic)

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PROCEDURE FOR OBTAINING TRANSCRIPT

Candidates shall apply in person at the transcripts section of the Office of the Dean Academic for the issue of transcripts in the prescribed application available in the institute website (attached at the end of this notification) along with the bank challan for payment of fee. The authorized signatory will sign the transcripts and envelopes in which the transcripts are put and sealed and the individual can collect the transcript after acknowledging receipt of the transcript covers.

Graduates of the institution /Off campus applicants can make written request for transcripts by email to transcript@nitt.edu and sending DD drawn in favour of 'The Director, NIT, Tiruchirappalli' payable at Tiruchirappalli to
Dr K Dhanalakshmi
The Associate Dean (Academic)
National Institute of Technology
Tiruchirappalli 620 015

Fee for first copy of transcript: Rs.100/-
(Rs.20/- for each additional copy)

Mailing charges within India: Rs.100/- (for postage to an address)

Fee for overseas shipment: Rs.500/- (for postage to an address)

Transcripts will be mailed to the addresses of universities requested in the application.

For graduates passed out before 2000:
Graduates who passed out before 2000 requiring transcripts should submit the original mark sheets/grade cards and provisional/degree certificate and a proof of identify of the candidate along with one set of attested legible photo copies (both front & back side) of the said certificates along with the application. Photocopies of the certificates will be retained by the Office of the Dean Academic after the issue of transcript(s).

Processing time for the issue of Transcripts is as follows:

1. Graduates passed out from 2000 – **ONE week** from the date of submission of application
2. Graduates passed out before 2000 – **ONE month** from the date of submission of application

Associate Dean (Academic)   Dean (Academic)

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APPLICATION FOR OBTAINING TRANSCRIPTS/GRADE CARD/RANK CERTIFICATE
(To be signed by the individual who wants the transcript for himself/herself)

Name	:	
Programme	:	B. Tech. / B.Arch. / M.Tech. / M.Sc. / MCA / MBA
Roll Number	:	
Department	:	
Semester and Year	:	
Specialization (for M.Tech.)	:	
No. of Transcripts required	:	
Amount paid	:	
DD/Challan number	:	Date :
Postal Address	:	
Signature	:	
Received the Transcripts		Signature & Date :

Note: Application for Transcript will be accepted between 2:30 pm to 4:30 pm on all working days.