

APPLICATION FOR THE TRANSCRIPTS

1. Name of Candidate : _____
2. Registration No. : _____
3. Programme : _____
4. Course duration in years : _____
5. Present Address : _____

Photograph

6. Contact No. / Mobile No. : _____

7. Detailed Information of Transcripts:

- a. Required sets of transcripts
b. Documents attached
 i. Mark sheet
 ii. Grade sheet
 iii. Degree Certificate

8. List of original documents produced for verification (please tick √)

Semester I II III IV V VI VII VIII

9. If original documents not available, Verification charges to be paid (please tick √)

- a. 1 to 3 Years Rs.1000/- per semester
b. 4 to 10 years Rs. 1500/- per semester
c. 10 to 20 years Rs. 2000/- per semester
d. More than 20 years Rs. 3000/- per semester

10. **Payments details** (Demand Draft in the name of SPCE, Exam Fund)

*** For 3 sets Rs.1200/- , for additional set, Rs. 300/- per set.**

11. Online Payment facility is also available.

Transaction No.	
Transaction Date.	
Receipt No.	
Sets	
Amount (in Rs.)	

I have been a student of your College from _____ to _____ and passed B.E/B.TECH/M.TECH Examination in the year April/November _____.

Recommendation letter/Certificate from you for- _____

Following is the records of academic performance from first year to final year for verification.

Academic Year	Class	Semester	Passed in Month/Year	Marks Obtained	Percentage/CPI	Remarks
	F.E/F.Y.B.Tech. / M.Tech.	I				
		II				
	S.E/S.Y.B.Tech. M.Tech.	III				
		IV				
	T.E/T.Y.B.Tech.	V				
		VI				
	B.E/B.Tech.	VII				
		VIII				

Date and Place:

Signature of the Candidate

CERTIFICATE

This is to certify that Shri/ Smt./Kum _____, Registration No. _____ has been a bonafide student of this college during the academic year _____ to _____ in Civil /Mechanical/Electrical Program. The scheme of instruction for this course is as per the enclosed transcript. The details of his/her elective subjects and the project are as follows:

PLEASE USE CAPITAL LETTER TO FILL FOLLOWING DETAIL'S

Elective I _____

Elective II _____

Project - _____

He / She is expected to appear for the Final Semester – VIII Examination scheduled to be held in _____. He/She appeared /passed the Final Semester –VIII Examination scheduled to be held in _____.

Project Guide /Head of Department