

### **Transcript Certificate Procedure**

1. Application for Transcript in hard copy (Exam Section)
2. Receipt of Rs.500/- for 10 copies (payable at cashier counter)
3. Xerox copy of all semester marksheet, Final marksheet and Diploma certificate.
4. After Submission of above documents mentioned in 1,2,3 candidate himself/herself should meet the concern employee in exam department for verification and paper work.
5. Transcript will be issued after completion of step 4.