APPLICATION FORM

Name of the Student	
Father's Name	
Roll Number	
Programme	
Mobile Number	
Email ID	

Documents Required (Tick/Fill)

Duplicate Degree Certificate	
Transcript (No. of copies)	
Duplicate Grade Sheet	
Other Documents/Certificates (Specify)	

Payment Details	
SBI Collect Reference No.	
Amount	
Transaction Date	

List of Attachments to be Submitted as per Document Required	Tick if Applicable
1. Copy of FIR (First Information Report) lodged. (*for lost documents*)	
2. Photocopy of the Original Degree Certificate. (*for Duplicate Degree Certificate*)	
3. Photocopy of all the Grade Cards issued. (*for Transcript*)	
4. Photocopy of the Original Grade Sheet. (*for Duplicate Grade Sheet*)	
5. SBI Collect fee receipt for Certificates, etc.	
6. Postal amount paid receipt (if requesting to send by post)	

NOTE: An additional payment of ₹**200/-** only will have to be made and receipt be submitted if requesting to send the required documents by post within India. The exact postal address should be mentioned below. However, the Institute will not be responsibility for documents loss in transit, if any.

Postal Address	………………………………………………………………………………………… ………………………………………………………………………………………… …………………………………………………….. **City**: …………………..…………. **State**: ………………………………………… **Pin Code**: ……………..……………

Date: Signature: …………………

-- **For Office Use** --

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            JA (AA)   AR (AA)   Dean (AA)