

<p>A. Name correction in Marks Card:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the Principal 2. Fee - Rs.1000 /- per Marks card. 3. Surrender of original Marks card/s. 4. Attested SSLC/10th Standard or 10+2 Marks card 	<p>B. Academic Transcript:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the principal 2. Attested Photo copies of the Marks cards (all years) 3. Fee - Rs.3000/ 4. No Dues Certificate from the Principal/ coordinator
<p>C. Provisional Degree Certificate:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the principal 2. Photo copies of the Marks cards . 3. Photo copy of the housemanship/Internship training certificate 4. Fee - Rs.2000/- 5. No Dues Certificate from the Principal/ coordinator. 	<p>D. Duplicate Marks Card:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the principal 2. Fee - Rs.3000/- per each Marks card 3. Affidavit on Stamp Paper of Rs.20/-signed by a Notary 4. Acknowledgement for having lodged Police complaint
<p>E. Attestation Transcript of the Documents:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the principal 2. Fee - Rs.1000/- each set. 3. Photo copy of the documents. 	<p>F. Rank Certificate:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the principal 2. Fee - Rs.1000/- 3. Attested photo copies of Marks cards (all years)
<p>G. Expansion of the Initials:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the principal 2. SSLC/10th Standard marks card and 10+2 marks card 3. Affidavit on stamp paper of Rs.20/- sworn before a notary. 4. Fee - Rs.3000/- 5. Degree marks cards. 	<p>H. Migration Certificate:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the principal 2. Fee - Rs.4000/- 3. Photo copies of the Marks cards 4. Photo copy of the housemanship/Internship training certificate 5. No Dues Certificate from the Principal/ coordinator.
<p>I. Change of Name in any Certificate(s):</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the principal 2. Attested SSLC/10th Standard or 10+2 marks card 3. Affidavit on stamp paper of Rs.20/-Sworn before a Notary. 4. Paper Notification for change of name. 5. Fee - Rs.4000/- 6. Surrender of original Certificates. 	<p>J. Duplicate Degree Certificate:</p> <ol style="list-style-type: none"> 1. Request letter from the candidate forwarded by the principal 2. Fee - Rs.10000/-Indian National. Rs.12000/- Foreign National. 3. Affidavit on Stamp Paper of Rs.100/- signed by a Notary 4. Paper Notification for missing of Degree Certificate 5. Acknowledgement for having lodged Police complaint. 6. Attested Photo copy of the Marks cards all Exams.

Note: Candidates who wish to collect any of the certificates in person, have to produce the identity card, issued by the competent authority.
